[S] | Flex

Law Enforcement Records Management Manual

spillman® technologies, inc.

reliable innovation

Spillman® Public Safety Software

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First Publication: March 2017

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Preface

Welcome to the *Law Enforcement Records Management Manual*.

This manual is written for users about how to use the Law Enforcement Records Management (Law) module, as well as the Spillman Application Administrator (SAA).

The Law Enforcement Records Management module is available to Spillman Flex.

Using this manual

This manual describes the following information:

- Chapter 1 provides an introduction to users about Law Incident records, including how to add, modify, and use Law Incident records.
- Chapter 2 provides an introduction to users about Law Enforcement records, including how to add, modify, and use Law Enforcement records.
- Chapter 3 provides an introduction to users about Law Enforcement reports, including how to generate, print, and submit reports.
- Chapter 4 provides information to SAAs about how to complete the administrative tasks required for setting up and maintaining the Law module.

Other manuals

The *RMS User Manual* provides information about the basic features of the software, including how to start and exit the software, navigate in the software, use screens, search, print, and run reports. The *RMS User Manual* also explains how to use the Hub module, which comprises the tables used by most users.

The *Application Setup and Maintenance Manual* provides information for the Spillman Application Administrator (SAA) at your agency, including procedures for installing and maintaining the software. The *Code Table Setup and Maintenance Manual* provides information for adding and maintaining your agency's code tables. The *Security Setup and Maintenance Manual* provides information for protecting your agency's system and setting up system privileges.

Windows basics

Before using the software, be familiar with the standard features of Microsoft® Windows®. At a minimum, know how to do the following:

- Use a mouse or keyboard to perform basic tasks, such as choosing menu options and buttons
- Work with windows, such as selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so forth
- Work with dialog boxes

If these tasks are unfamiliar, then refer to your Windows online documentation or complete an online Windows tour.

Manual conventions

When using this manual, note the following conventions.

Convention	Meaning/Use	Examples
bold	Used for names of options, text boxes, buttons, fields, and other items that appear on the screen.	**OK** is a button on the screen. Click **OK**, or press Enter.
angle bracket (>) between items	Shows the menu option(s) that must be selected, in sequence, to get to a specific option.	From the Start menu, select **All Programs** > **Spillman** > **Spillman Mobile**.
plus sign (+) between keys	Used for keys that are pressed at the same time. Hold down the first key, and then press the other key(s). When a keystroke is available for a mouse action, both the mouse action and the keystroke are presented.	Press Ctrl+E. Click **Close**, or press Ctrl+F4.
comma (,) between keys	Used for keys that are pressed in sequence. Press and release each key, in the order shown.	Press Alt, F, O to open the File Options dialog box.
`Courier font`	Used for displayed text. Used for table names.	The software prompts: `Are you sure you want to delete this record?` Open the Names table (`nmmain`).
`bold Courier font`	Used for information you enter.	Enter the street address, such as **`401 W Sycamore St`**.
italics	Used for emphasis. Used for variable information you supply.	Enter the date, using the *mm/dd/yyyy* format.

The following boxes indicate special information.

NOTE

Notes call attention to information that is of particular importance or that varies depending on a particular condition, such as the way your Spillman Application Administrator (SAA) has configured the software.

TIP

Tips present recommendations, optional actions, and additional ways to perform specific tasks.

CAUTION

Cautions point out actions that might endanger your data or its integrity (usefulness) or cause other problems later.

Features on your computer depend on your software version, modules, and privileges. Actual screens on your computer might vary from the example screens shown in this manual. However, any differences are minor and do not affect the tasks being described.

To find more manuals, visit MySpillman or the Spillman Knowledge Center.

Chapter 1

Law Incident Records

Jump to topic:

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Introduction

The Law Enforcement Records Management module, in conjunction with the Hub module, provides the tables and programs necessary to efficiently handle the primary record-keeping functions of a law enforcement agency. Use this module to:

- Link all information related to a case by creating involvements among Law Incident, Non-Custody Booking, and Field Interview records.
- Track cases from beginning to end by entering detailed status information in the Case Management screen.
- View Offense records for any booking, person, or arrest.
- Enter law incident information that can be transfered to a state-specific Incident-Based Reporting (IBR) module for use in monthly incident-based crime reports to the state.
- Generate statistical data and prepare Uniform Crime Report (UCR) returns.
- Condense information into concise, easy-to-read reports.

Screens and menus in Law Enforcement Records Management

This section briefly describes the screens and menus in the Law Enforcement Records Management module.

Law Incident screen

Used to create Law Incident records. Law Incident records contain the nature of an incident, complainant information, offenses, times, disposition, and other basic incident information. In addition, the Law Incident screen provides space to enter full text narratives. Choose from a list of narrative outlines (application cue cards) to ensure that the narratives contain the necessary information.

The Law Incident screen is linked to the Computer-Aided Dispatch (CAD) module. When a dispatcher enters call information for a law incident, depending on your settings, the information is copied to the Law Incident screen, creating a Law Incident record as well as a Call record.

Click the **Rlog** button to view the radio log associated with an incident. Click the **Prt** button to choose the appropriate format for printing radio log entries for an incident.

Related records can be attached to the Law Incident record through involvements. Examples of involvements are complainant and victim Name records, suspect Vehicle records, stolen Property records, and Arrest records.

Law Supplemental Narratives screen

Used to enter supplemental narratives for a law incident. Supplemental narratives can also be entered using the Law Incident screen. If one user is entering a supplemental narrative using the Law Supplemental Narratives screen, then another user can add a supplemental narrative in the Law Incident record at the same time.

Case Management screen

Used to view detailed status information and to help track cases from beginning to end. The Law Case Management screen uses involvements to link information on all persons, property, and vehicles associated with the case. This screen also provides a Case File Activity record that contains detailed information about each activity performed for the case.

Field Interviews screen

Used to enter information obtained from field interviews. Each Field Interview record contains information about the contact, date, and location of the interview. It also contains a full text **Comments** field for relevant details. Use the Involvements screen to link related Name, Vehicle, Property, and UCR Officers Killed/Assaulted records to the Field Interview record.

Intelligence screen

Used to maintain investigation files on individuals or groups. The Intelligence screen accepts an unlimited number of entries on hangouts, associates, vehicles, residences, employment, and suspicious activities. The base for each Intelligence record is a Name record for the person, business, or group under investigation. Your SAA sets privileges for the Intelligence screen. Contact your SAA, if necessary.

Non-Custody Booking screen

Used to record non-custody arrests. A Booking record is created, and then allows additional name information to be entered for the person, as well as complete arrest and offense information.

Arrest screen

Used to add or modify arrest information after a Non-Custody Booking record has been added for a person.

Offense screen

Used to add or modify offense information after a Non-Custody Booking record and arrest information has been added for a person.

Offense Summary screen

Used to view offense information on any booking, person, or arrest. This is especially helpful in understanding the information generated in UCR Returns D and E. The Offense Summary screen is view-only. To add or modify information, use the Offense screen.

UCR Officers Killed/Assaulted screen	Used to record information about incidents involving assaults or killings of officers. Each record contains information on the officer, the law enforcement activity or assignment that the officer was involved in at the time of the incident, the assault weapon used, the reporting agency, the time and date of the assault, the assault/killing type, and any related incidents. The record also provides a narrative **Comments** field.
Records Management Reports menu	Used to condense information into concise, easy-to-read reports. For more information, see "Generating Records Management Reports" on page 152, or the *RMS User Manual* for information about the Hub module reports.

Using the Law Incident Screen

If your agency uses CAD, then a record is added in the Law Incident screen each time the dispatcher enters call information for a law incident. Law Incident records can also be added directly into the Law Incident screen, and then accessed from CAD.

When adding a Law Incident record, Name records can be created for the complainant and other persons involved with the incident using involvements, or existing Name records can be used. Similarly, Vehicle and Property records can be added or used for any vehicles and property involved in the incident. System involvements are used to link the Law Incident record with the records in the Names, Vehicle, and Property tables.

If your agency uses CAD, then use the **Rlog** button to view CAD radio log entries connected to the incident. For more information, see "Viewing, Printing, and Adding Radio Log Entries" on page 32.

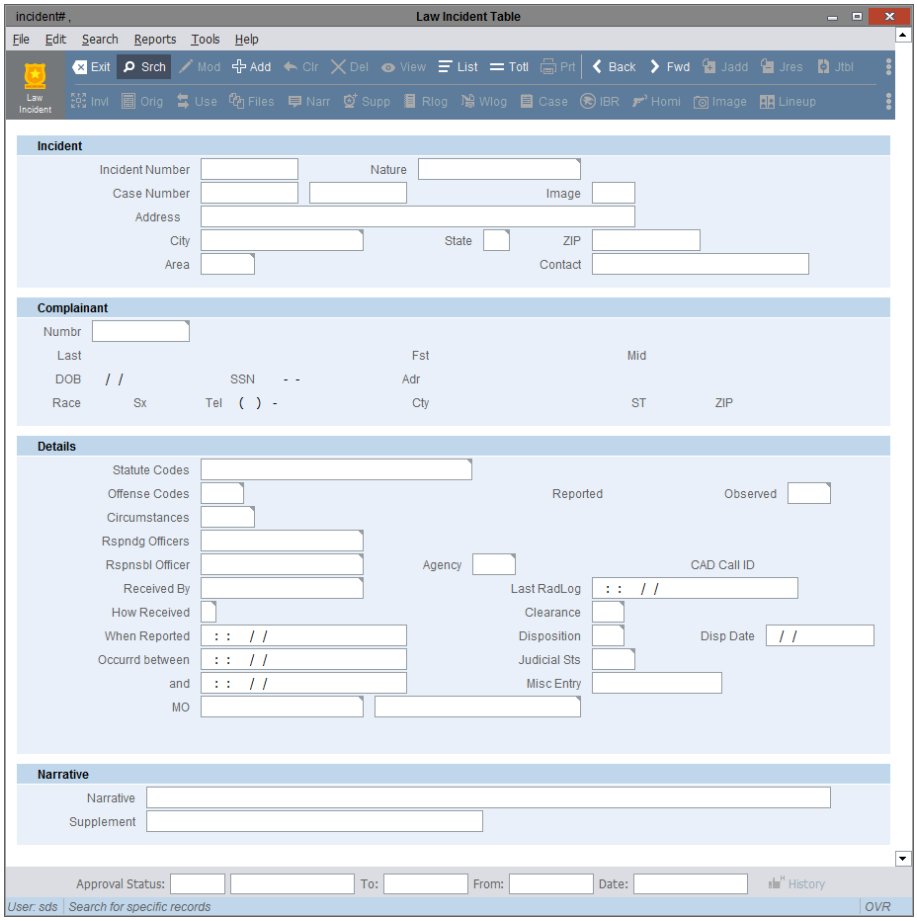
Adding Law Incident records

To add a Law Incident record:

1. Do one of the following:
   - At the command line, enter `law`.
   - From the Tree Menu, select **Law Enforcement Records Menu** > **Law Incident Table**.

> **NOTE**
> Buttons for commonly used screens can be added to the Flex toolbar by dragging the desired screen from the Tree Menu to the toolbar. For more information, see the *RMS User Manual*.

The Law Incident screen opens.



2. Click the **Add** button.
3. Complete the fields as appropriate. For field descriptions, see "Fields on the Law Incident screen" on page 18.
4. Click **Accept** (Alt+A).

   The Law Incident record is saved.

Fields on the Law Incident screen

The following lists fields on the Law Incident screen.

Incident Number

Displays the software-generated Incident Number that is unique to a Law Incident record.

The Incident Number can be changed when adding the record. To do this, use the Up Arrow and Down Arrow keys to move to the **Incident Number** field, and then enter a number not already in use by a Law Incident record. An Incident Number can be modified only if the Law Incident record is not referenced elsewhere in the software.

> **NOTE**
>
> If the Incident Number is already in use, then a message box opens stating such. Click **OK** to close the message box, and then update the Incident Number and click **Accept** (Alt+A).

Nature

Enter the nature of the incident (for example, `Burglary`), or click the Lookup button (Ctrl+E) and select the nature from the list. If your agency uses the CAD module, then the nature of the incident is populated for incidents generated through CAD calls.

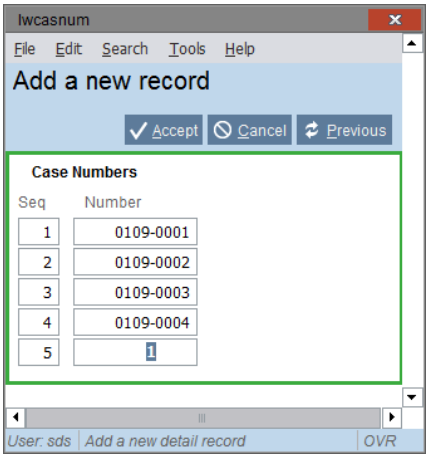
Case Number

Enter any agency-assigned case numbers that are related to the incident. Case numbers that have sequence numbers `1` and `2` appear on the Law Incident record. If the incident is related to more than two case numbers, then a plus (+) sign is displayed on the Law Incident record following the second **Case Number** field. Click the **View** button and enter the number of the **Case Number** field to view all case numbers related to the incident.

To add a Case Numbers detail record:

1. Click the **Detail** button (Ctrl+N) at the **Case Number** field.

The Case Numbers detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Number** field. A case number is populated in accordance with your agency's policies. Modify the case number, if necessary.

3. Click **Accept** (Alt+A) to save the Case Numbers detail record.
4. Repeat steps 2–3 to add additional case numbers, as necessary.
5. Click **Exit** to close the detail window.

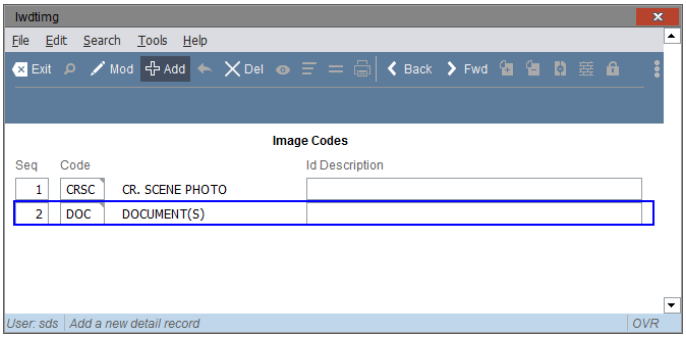
Image

Displays the image code for any images attached to the record. The first image code is displayed on the Law Incident record. If more than one image code exists for the record, then a plus sign (+) is displayed after the **Image** field. Click the **View** button and enter the number of the **Image** field to view additional image codes.

To add an Image Codes detail record:

1. Click **Detail** (Ctrl+N) at the **Image** field.

The Image Codes detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Code** field.

3. Enter the desired code, or use the Lookup button (Ctrl+E) to select the code from the list.
4. In the **ID Description** field, enter a description for the image. Up to 30 alphanumeric characters are allowed.
5. Click **Accept** (Alt+A) to save the record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Address Indicator

The **Address Indicator** field is an unlabeled field that is displayed between the **Address** field label and the street address. This field is used only if your agency maintains a geobase. The **Address Indicator** field displays a check mark if the address is geovalidated or is blank if the address is not geovalidated. For more information, see the *RMS User Manual*.

Address

Enter the address where the incident occurred. If your agency maintains a geobase, then the Address Selection window opens and a search is performed to find the address in the geobase. An alert is displayed if the address does not exist. For more information, see the *RMS User Manual*.

Address Alert

The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then the field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all alerts, click the **View** button or press V and then Enter. At the prompt, enter the number of the **Address Alert** field, and then click **OK** or press Enter.

For more information, see the *RMS User Manual*.

City

Enter the city in which the incident took place, or click the Lookup button (Ctrl+E) and select the city from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

State

Enter the state in which the incident occurred, or click the Lookup button (Ctrl+E) and select the state from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

ZIP

Enter the postal ZIP code. The last four characters are optional. If the address entered in the **Address** field is validated, then this field is automatically populated.

Area

Displays the code for the geographical area in which the incident occurred.

If your agency uses the CAD module and maintains a geobase, then the location for any incident generated through a CAD call is entered.

If your agency uses the CAD module, but does not maintain a geobase, then the data from the **Zone** field in the CAD call might appear in this field, depending on your settings.

Contact

Enter the name of the contact for the incident. If the complainant is a business, then enter the name of the person reporting the incident.

If your agency uses the CAD module, then the contact name for incidents generated through CAD calls is entered.

Numbr

Enter the complainant's Name Number, or click the Lookup button (Ctrl+E) to open the Names screen and search for the correct record.

If your agency uses the CAD module, then complainant information is entered for any incident generated through a CAD call.

Complainant (name block)

Displays the complainant information. If a Name Number is entered in the **Numbr** field, then the **Complainant** block is filled in with information from the complainant's Name record. If no Name record exists, then one must be added. The fields in the name block are view-only unless in Search mode.

Offense

Enter the offenses associated with the incident.

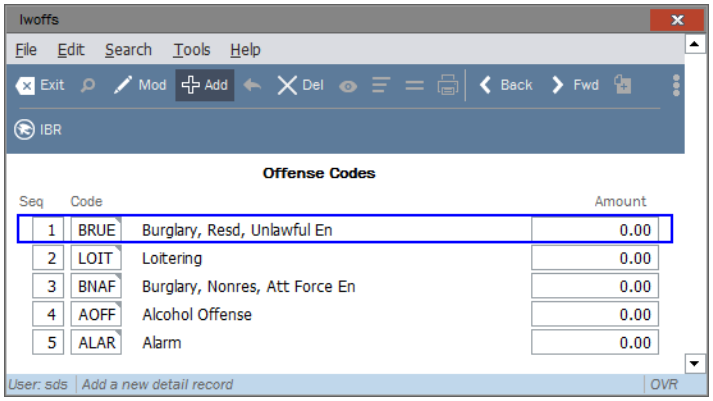
If your agency uses the CAD module, then an offense code is entered for any incident generated through a CAD call.

One offense code can be added without opening the detail window. The Law Incident screen displays the first five offense codes. If additional offense codes exist, then a plus sign (+) is displayed after the fifth **Offense Codes** field. To view all the Offense Codes detail records, click **View** and enter the number of the **Offense Codes** field.

To add multiple offense codes:

1. Click **Detail** (Ctrl+N).

   The Offense Codes detail window opens.



2. Click **Add**.

A sequence number is assigned and the cursor is placed in the **Code** field.

3. Enter a code, or click the Lookup button (Ctrl+E) and select a code from the list.
4. In the **Amount** field, enter the dollar amount of property damaged, if applicable.
5. Click **Accept** (Alt+A) to save the Offense Codes detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Statute

Enter the statutes associated with the incident.

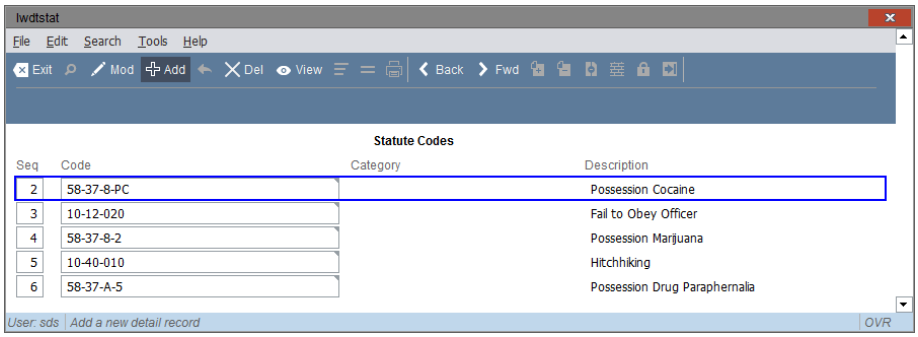
If your agency uses the CAD module, then the statute code is entered for any incident generated through a CAD call.

One statute code can be added without opening the detail window. The Law Incident screen displays the first two statute codes. If additional statute codes exist, then a plus sign (+) is displayed after the second **Offense Codes** field. To view all the Statute Codes detail records, click **View** and enter the number of the **Statute Codes** field.

To add multiple statute codes:

1. Click **Detail** (Ctrl+N).

   The Statute Codes detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Code** field.

3. Enter a code, or click the Lookup button (Ctrl+E) and select a code from the list.

4. In the **Amount** field, enter the dollar amount of property damaged, if applicable.
5. Click **Accept** (Alt+A) to save the Statute Codes detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Reported

Displays the offense code as taken by a call taker. This field is view-only.

If your agency uses the CAD module, then the offense code is populated from the **Nature** field on the originating Call record.

If your agency does not use the CAD module, then this field is blank.

Observed

Enter the offense code as observed by the officer dispatched to the incident, or click the Lookup button (Ctrl+E) and select the code from the list. For more information, see "Using the Incident Assignment Feature" on page 60.

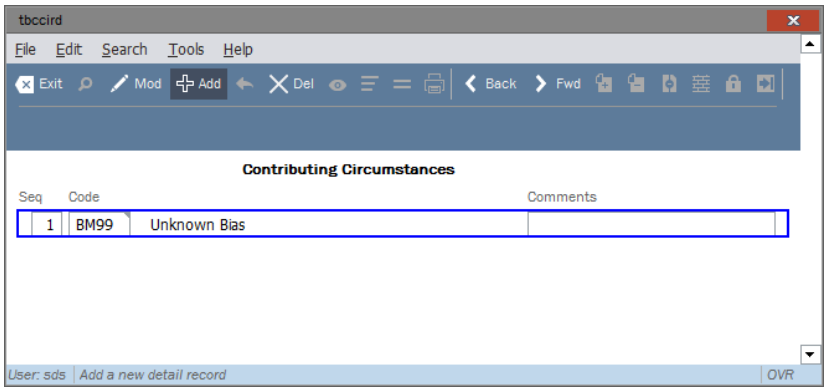
Circumstances

Displays the contributing circumstances for the incident. The first 10 circumstance codes are displayed. If additional circumstance codes exist, then a plus sign (+) is displayed after the tenth **Circumstances** field. To view all the Contributing Circumstances detail records, click **View** and enter the number of the desired **Circumstances** field.

To add multiple circumstances codes:

1. Click **Detail** (Ctrl+N).

   The Contributing Circumstances detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Code** field.

3. Enter a code for the circumstance, or click the Lookup button (Ctrl+E) and select a code from the list.
4. In the **Comments** field, enter up to 20 characters of comments related to the circumstance.
5. Click **Accept** (Alt+A) to save the Contributing Circumstances detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Rspndg Officers

Displays the names of the officers responding to the incident.

If your agency uses the CAD module, then the responding officers are determined from the units dispatched to the scene. The responding officers can be changed, if necessary.

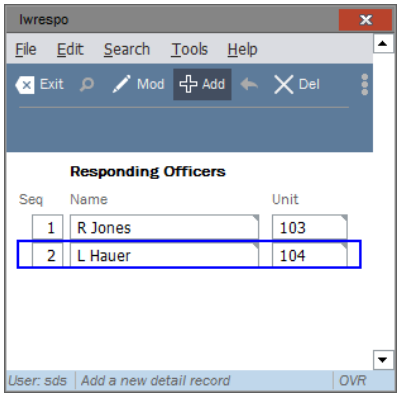
If your agency does not use the CAD module, then enter the names or codes of the officers responding to the incident. When an officer's name or code is entered, the detail window displays the officer's unit.

One officer can be added without opening the detail window. The first three responding officer codes are displayed. If additional responding officer codes exist, then a plus sign (+) is displayed after the third **Rspndg Officers** field. To view all the Responding Officers detail records, click **View** and enter the number of the desired **Rspndg Officers** field.

To add multiple responding officers:

1. Click **Detail** (Ctrl+N).

The Responding Officers detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Name** field.

3. Enter a name or name code, or click the Lookup button (Ctrl+E) and select a name or code from the list.
4. The **Unit** field is populated based on the name entered. If necessary, click the Lookup button (Ctrl+E) and select a different unit from the list.
5. Click **Accept** (Alt+A) to save the Responding Officers detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Rspnsbl Officer

Enter the name of the officer responsible for handling the incident, or click the Lookup button (Ctrl+E) and select an officer from the list.

If your agency uses the CAD module, then the responsible officer is determined from the dispatched units.

Agency

Displays the agency based on the responsible officer. To change the agency, click the Lookup button (Ctrl+E) and select the correct agency from the list.

CAD Call ID

Displays the CAD Call record associated with the incident.

If your agency uses the CAD module, then to view the complete CAD Call record, click **View**. At the prompt, enter the number of the **CAD Call ID** field, and then click **OK** or press Enter.

Received By

Displays the person who received the call, usually the person logged onto the workstation when the record is added. This field can be modified, if necessary.

Last Radlog

Displays the time, date, and status of the last radio log entry for the incident. Click the **Detail** button (Ctrl+N) to access the full set of Radio Log records connected with the incident. From the Radio Log screen, Radio Log records can viewed, added, modified, and printed, as necessary, depending on how your SAA has configured the software. For more information, see "Viewing, Printing, and Adding Radio Log Entries" on page 32.

How Received

Enter the method in which the agency was notified of the incident, or click the Lookup button (Ctrl+E) and select a code from the list. The default code is determined by your SAA.

If your agency uses the CAD module, then a code is entered in this field according to the originating Call record.

Clearance

Enter the code for the method used to clear the incident, or click the Lookup button (Ctrl+E) to select a code from the list.

If your agency uses the CAD module, then any clearance code entered for the originating CAD call is displayed in this field.

When Reported

Displays the time and date the incident was reported. By default, the current time and date is displayed. This field can be modified, if necessary. Only current or past times and dates are permitted.

Disposition

Displays the code for the disposition of the incident. The default entry in this field is `ACT` for Active. If the disposition changes, then click the Lookup button (Ctrl+E) to select a code from the list.

Disp Date

Displays the date that the current disposition was declared. When the disposition is changed, the current date is entered. This field can be modified, if necessary.

Occurrd between

Displays the current time and date as the beginning time and date of the incident. This field can be modified, if necessary. Only current or past times and dates are permitted.

and

Displays the current time and date as the ending time and date of the incident. This field can be modified, if necessary. Only current or past times and dates are permitted.

Judicial Sts

Enter the code for the judicial status of the incident, or click the Lookup button (Ctrl+E) to select a code from the list.

Misc Entry

This field varies by agency. Contact your SAA.

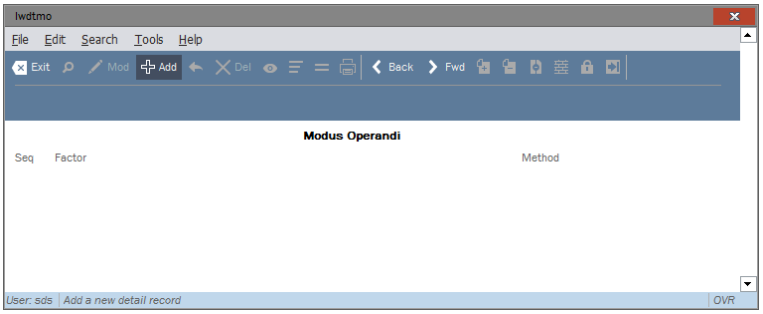
MO

Displays the *modus operandi*, or MO, of the incident. Two modus operandi codes can be added without opening the detail window. If additional detail records exist, then a plus sign (+) is displayed after the **MO** fields. To view all MO detail records, click **View,** and then enter the number of the **MO** field.

To add multiple MO detail records:

1. Click **Detail** (Ctrl+N).

The Modus Operandi detail window opens.



2. Click **Add**.

   A sequence number is assigned and the cursor is placed in the **Factor** field.

3. Enter the factor, or click the Lookup button (Ctrl+E) to select a code from the list. The factor is the general category, with codes such as `Method of Entry`.

4. In the **Method** field, enter the method for the factor, or click the Lookup button (Ctrl+E) to select from the list. The method is the more specific designation of *modus operandi*. For example, if the factor is `Method of Entry`, a method might be `Broke/Cut Window`. If a valid factor code is entered in the **Factor** field, then the list for the **Method** field displays only the method codes associated with the specified factor.

5. Click **Accept** (Alt+A) to save the record.

6. Repeat steps 2–5 for any additional detail records.

7. Click **Exit** to close the detail window.

Narrative

Enter the complete narrative for the incident. The first line of the narrative is displayed on the screen. For more information, see "Adding a main narrative" on page 37.

Supplement

Displays any supplemental narratives. The first line of the first two supplemental narratives is displayed on the screen. If more than two supplemental narratives exist for the incident, then a plus sign (+) is displayed following the second **Supplement** field.

For information on adding supplemental narratives, see "Adding a supplemental narrative" on page 39.

Viewing, Printing, and Adding Radio Log Entries

If your agency uses the CAD module, then use the **Last Radlog** field or the **Rlog** button on the Law Incident screen to access the Radio Log screen and all radio log entries associated with the current Law Incident record.

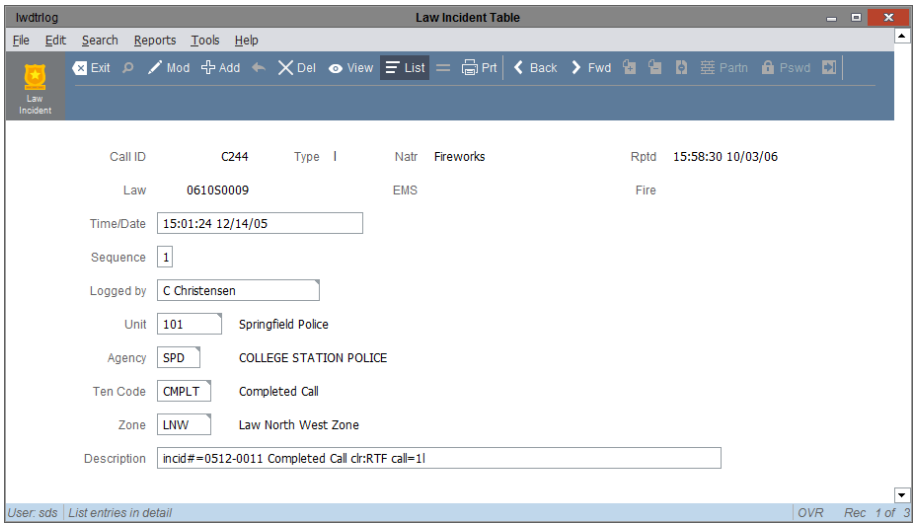
Viewing radio logs

To view radio logs for a Law Incident record:

1. Open the desired Law Incident record.
2. Do one of the following:
   – Click the **Rlog** button.
   – In the **Last Radlog** field, click **Detail** (Ctrl+N).

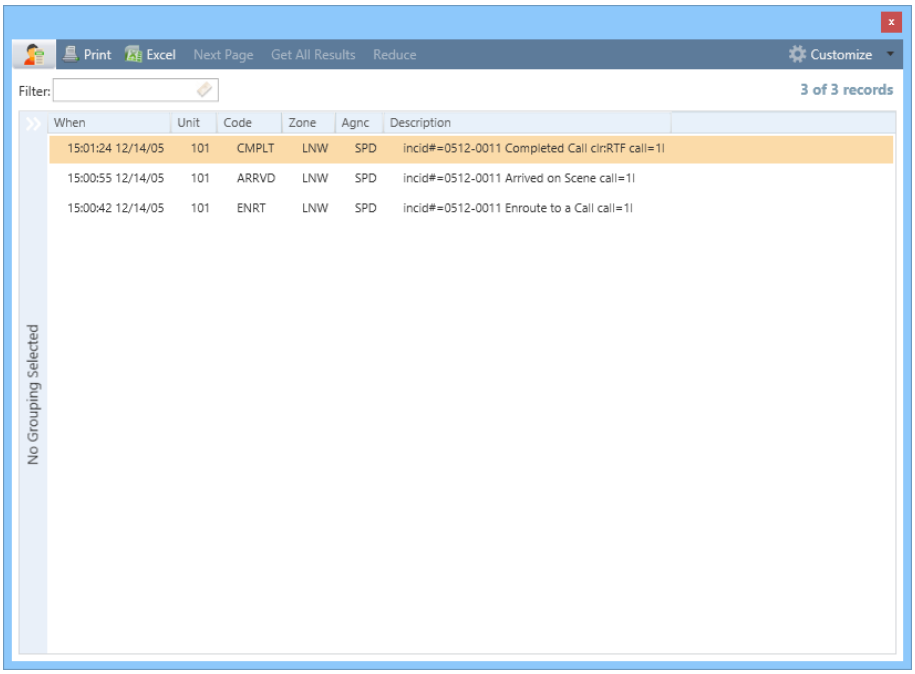
> **NOTE**
>
> If no radio logs exist, then the software changes to **Add** mode. If privileges to add radio logs have not been granted, then the message `Access not allowed` is displayed. For more information, contact your SAA.

The Radio Log screen opens and the first Radio Log record for the incident is displayed. The lower-right corner of the screen displays the number of radio logs that exist for the incident.



3. Use the **Fwd** and **Back** buttons or the Down Arrow and Up Arrow keys to navigate through the Radio Log records.

   To view a list of all radio logs for the Law Incident record, click the **List** button. A list screen displaying all radio logs for the incident opens.



Fields on the Radio Log screen

The following describes the fields on the Radio Log screen.

Call ID

Displays the long-term call ID that is generated for the call when it is added.

Type

Displays the code for the type of call. Possible call types include Law, Fire, EMS, Alarm, Information, or Miscellaneous.

Natr

Displays the nature of the incident.

Rptd

Displays the time and date the incident was reported.

Law

Displays the record number of the associated incident, if the call is a Law call.

EMS

Displays the record number of the associated incident, if the call is an EMS call.

Fire

Displays the record number of the associated incident, if the call is a Fire call.

Time/Date

Displays the time and date of the radio log entry.

Sequence

Displays the sequence number of a radio log entry. For more information, see the *CAD User Manual*.

Logged by

Displays the name of the person who entered the radio log information.

Unit

Displays the code number for the unit associated with the entry.

Agency

Displays the agency of the unit associated with the entry. When a unit's code number is entered in the **Unit** field, that unit's agency is entered in the **Agency** field.

Ten Code

Displays the ten-code associated with the radio log entry.

`Zone`

Displays the dispatch zone in which the incident occurred.

`Description`

Displays the purpose of the radio log entry. This field can include the call ID, the Incident Number, the status, or applicable comments.

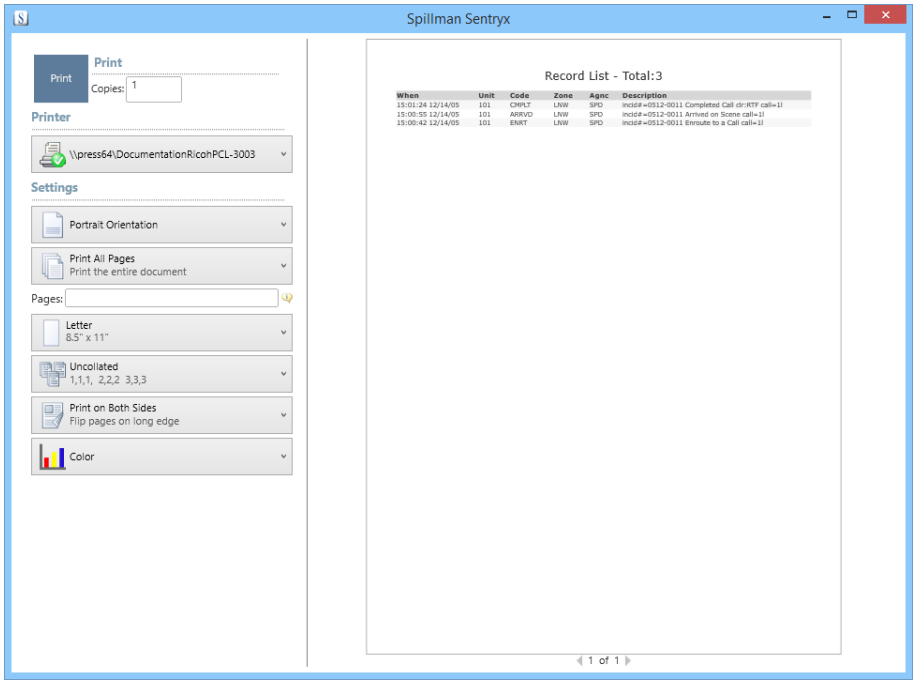
Printing radio log entries

To print a radio log entry:

1. In the Law Incident screen, search for the desired Law Incident record.
2. With the correct record displayed, click the **Rlog** button on the toolbar.

   The first radio log for the record opens. To select a different radio log, use the **Back** and **Fwd** buttons, or click **List** and then select the correct radio log from the list.
3. With the correct radio log displayed, click the **Prt** button.

The Print dialog box opens.



4. Set your printing options. For more information, see the *RMS User Manual*.
5. Click **Print** (Alt+P).

   The report is printed.

Adding radio log entries

If your agency does not use the CAD module, then radio log entries can be added directly from the Radio Log screen. The Call ID and Incident Number are automatically populated, and the current time and date are populated.

Adding, Viewing, and Modifying Narratives

The main narrative and supplemental narratives for an incident can be viewed and edited using the **Narrative** and **Supplement** fields on the Law Incident screen.

> **NOTE**
>
> Narratives can be edited by only one user at a time.

Adding a main narrative

To add a main narrative:

1. Open the desired Law Incident record.
2. In the **Narrative** field, enter the main narrative.

   The **Editor** button is displayed when text is entered in the **Narrative** field.
3. Click **Editor** (Ctrl+E) to open the text editor.

   If your agency has defined outlines (cue cards) for narratives, then a list of outlines is displayed. Select the desired outline, and then click **Accept** (Alt+A) or press Enter. The text editor opens and the appropriate prompts for the selected outline are displayed.
4. Complete the narrative.

   For more information on using the text editor, see the *RMS User Manual*.
5. Click **Accept** (Alt+A).

   The narrative is saved and the text editor is closed.

Viewing a main narrative

To view a main narrative:

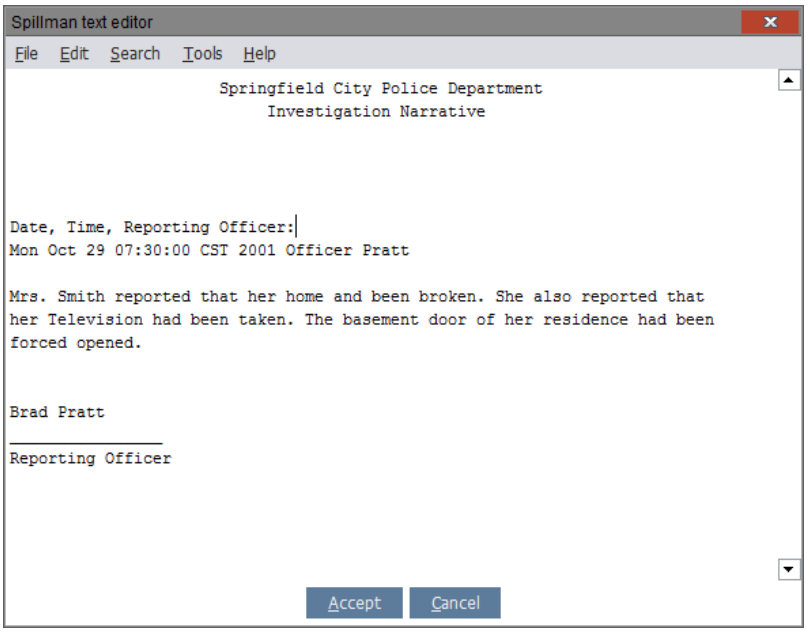
1. Open the desired Law Incident record.
2. To read the contents of the narrative, do one of the following:
   - Click the **Narr** button.

A view-only window opens and displays the narrative.

To exit the window, click **OK** or press Enter.

– Click the **Narrative** field.

The text editor opens and displays the narrative.



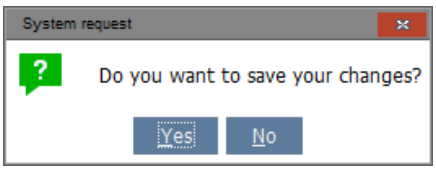
– Click **Accept** to close the text editor.

Modifying a main narrative

To modify a main narrative:

1. Open the desired Law Incident record.
2. Click the **Mod** button.
3. At the **Narrative** field, click **Editor** (Ctrl+E).

   The text editor opens.
4. Make the necessary changes. For more information on using the text editor, see the *RMS User Manual*.
5. Click **Accept** (Alt+A) to save the changes and close the text editor. If **Cancel** is clicked, then the following dialog box opens.



   Click **Yes** to save the changes and close the dialog box. Click **No** to close the dialog box without saving the changes.
6. Click **Accept** (Alt+A) to save the Law Incident record.

Adding a supplemental narrative

From the Law Incident screen, an unlimited number of supplemental narratives can be added for witness statements and other follow-up events. The method used to add a supplemental narrative depends on the number of records needed and whether information needs to be recorded in the **Name** and **Date** fields.

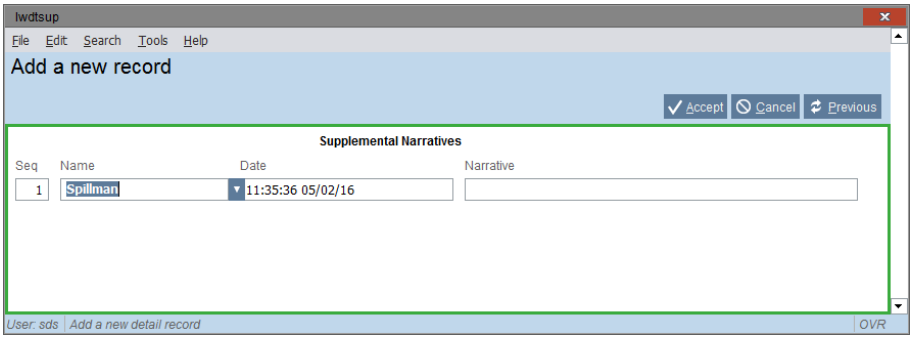
If a single narrative is being added and name and date information are not needed, then click **Editor** (Ctrl+E) at the **Supplement** field to open the text editor. If your agency has defined outlines for supplemental narratives, then a list of outlines is displayed. Enter the narrative in the text editor. When finished, click **Accept** (Alt+A). The Law Incident screen opens and the **Supplement** field displays the first line of the narrative.

If adding multiple narratives or adding a single narrative with name and date information, then do the following:

1. At the **Supplement** field, click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

A sequence number is assigned and your name is entered in the **Name** field. Click the Lookup button (Ctrl+E) and select a different name, if necessary.

The current time and date is entered in the **Date** field. The time and date can be changed, if necessary. Clicking the **Time** button (Ctrl+T) enters the current time and date.



3. Enter the supplemental narrative into the **Narrative** field, or to open the text editor, click **Editor** (Ctrl+E).

   If your agency has defined outlines for supplemental narratives, then a list of outlines is displayed.

4. Click **Accept** (Alt+A) to save the narrative.
5. Repeat steps 2–4 to add additional supplemental narratives as needed.
6. Click **Exit** to close the detail window.
7. Click **Accept** (Alt+A) to save the modified Law Incident record.

   If desired, access to supplemental narratives can be restricted. For more information, see "Protecting narratives" on page 41. For more information on adding supplemental narratives, see "Adding Law Supplemental Narratives at Same Time as Another User" on page 43.

Viewing supplemental narratives

To view supplemental narratives:

1. Open the desired Law Incident record.
2. Click the **View** button.

   A dialog box opens.

3. In the dialog box, enter the number of the **Supplement** field.
4. Click **OK** or press Enter to open the Supplemental Narratives detail window.
5. Highlight the desired narrative, and then click the **View** button or press Enter.
6. After viewing the narrative, click **OK** to close the narrative and return to the Supplemental Narratives detail window.

Modifying a supplemental narrative

To modify a supplemental narrative:

1. Open the desired Law Incident record.
2. Click the **Mod** button.
3. At the **Supplement** field, click **Detail** (Ctrl+N).
4. In the detail window, highlight the narrative to modify, and then click the **Mod** button.
5. Make the necessary changes, or at the **Narrative** field, click **Editor** (Ctrl+E) to open the text editor.

   If your agency has defined outlines for supplemental narratives, then a list of outlines is displayed.
6. Click **Accept** (Alt+A) to save the changes.
7. Click **Exit** to close the detail window.
8. Click **Accept** (Alt+A) to save the Law Incident record.

Changing the order of supplemental narratives

To change the order of the supplemental narratives, with the Supplemental Narratives dialog box in Modify mode, modify the sequence numbers of one or more narratives and then click **Accept** (Alt+A). If numbers in the sequence are missing, then the incident might have protected narratives. See your SAA for assistance. For more information, see "Protecting narratives" on page 41.

Protecting narratives

With proper security privileges, narratives can be protected. For example, once a case linked to an incident is closed, it might be necessary to protect the narratives for the case from being changed.

Main narratives can be protected from the Law Narrative screen or the Law Incident record.

- From the Law Narrative screen (`lwnarr`), use the **Pswd** or **Partn** buttons to protect the entire record. For more information, see the *RMS User Manual*.
- From the Law Incident record, your SAA can protect the narrative using field security.

Protecting the narrative in one screen also protects it from being accessed in the other screen.

Similarly, supplemental narratives can be protected from the Law Supplemental Narratives screen and the Supplemental Narratives detail window in the Law Incident record.

- From the Law Supplemental Narratives screen (`lwsupl`), use the **Pswd** and **Partn** options. For more information, see the *RMS User Manual*.
- From the Law Incident record, click the **Detail** button (Ctrl+N) at the **Supplement** field. The Supplemental Narratives detail window opens. Use the **Pswd** or **Partn** options. Note that an access password chosen in the detail window is valid only while the detail window is open. For more information, see the *RMS User Manual*.

Adding Law Supplemental Narratives at Same Time as Another User

The Law Supplemental Narratives feature allows multiple supplemental narratives to be entered for a law incident. For example, in addition to the main narrative for an incident, adding supplemental narratives might be necessary for multiple witness statements.

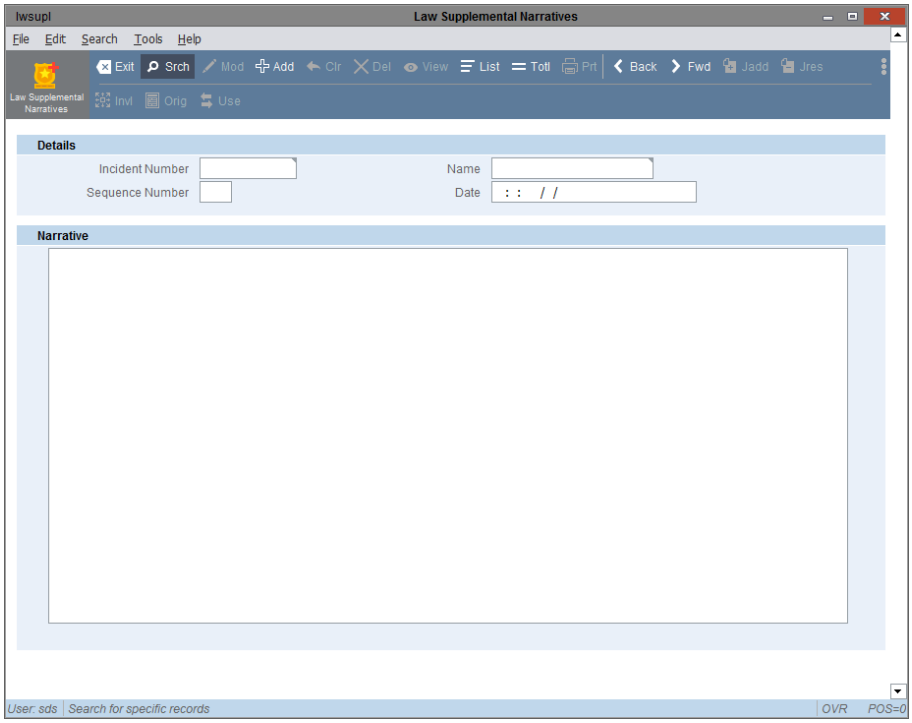
Supplemental narratives can be added using the Law Supplemental Narratives screen while a second user is adding a supplemental narrative for the same record using the Law Incident screen.

> **NOTE**
>
> When a supplemental narrative is modified using the Law Supplemental Narratives screen, the Incident Number and sequence number cannot be modified.

To add a supplemental narrative from the Law Supplemental Narratives screen:

1. Do one of the following:
   - From the Tree Menu, select **Law Enforcement Records** > **Law Supplemental Narratives.**
   - At the command line, enter **`lwsupl`**.

The Law Supplemental Narratives screen opens.



2. Click **Add**.

   Your name is entered in the **Name** field. Click the Lookup button (Ctrl+E) and select a different name, if necessary.

   The **Date** field defaults to the current time and date, or if necessary, click the **Time** button (Ctrl+T). This field can be changed, if necessary.

3. In the **Incident Number** field, enter the Incident Number for the Law Incident record, or click the Lookup button (Ctrl+E) to open the Law Incident screen and search for the Incident Number. With the correct record open, click the **Use** button.

   The Supplemental Narrative screen opens and the number is entered in the **Incident Number** field.

4. In the **Narrative** field, enter the supplemental narrative. To open the text editor, click **Editor** (Ctrl+E).

   If your agency has defined outlines (cue cards) for narratives, then a list of outlines is displayed. Select the desired outline, and then click **Accept** (Alt+A) or press Enter. The text editor opens and displays the appropriate prompts for the selected outline.

5. After entering the information, click **Accept** (Alt+A). A number is entered in the **Sequence Number** field. The sequence number can only be changed from the Supplemental Narratives detail window. For more information, see "Modifying a supplemental narrative" on page 41.
6. Click **Exit** to close the Law Supplemental Narratives screen.

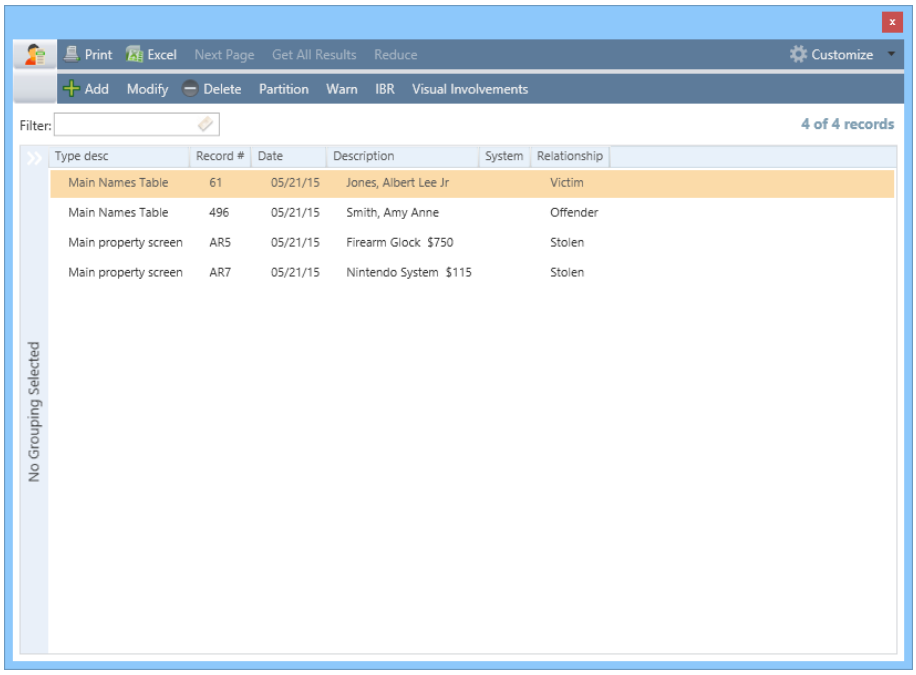
Adding Involvements to Law Incidents

For some Law Incident records, involvements might be needed.

To add involvements:

1. Open the desired Law Incident record.
1. Click the **Invl** button to access the Involvements screen.

   The Involvements screen opens.



2. Click the **Add** button and add the involvements. For more information on adding involvements, see the *RMS User Manual*.
3. Click **Exit** to close the Involvements screen and return to the Law Incident record.
4. Click **Accept** (Alt+A) to save the Law Incident record.

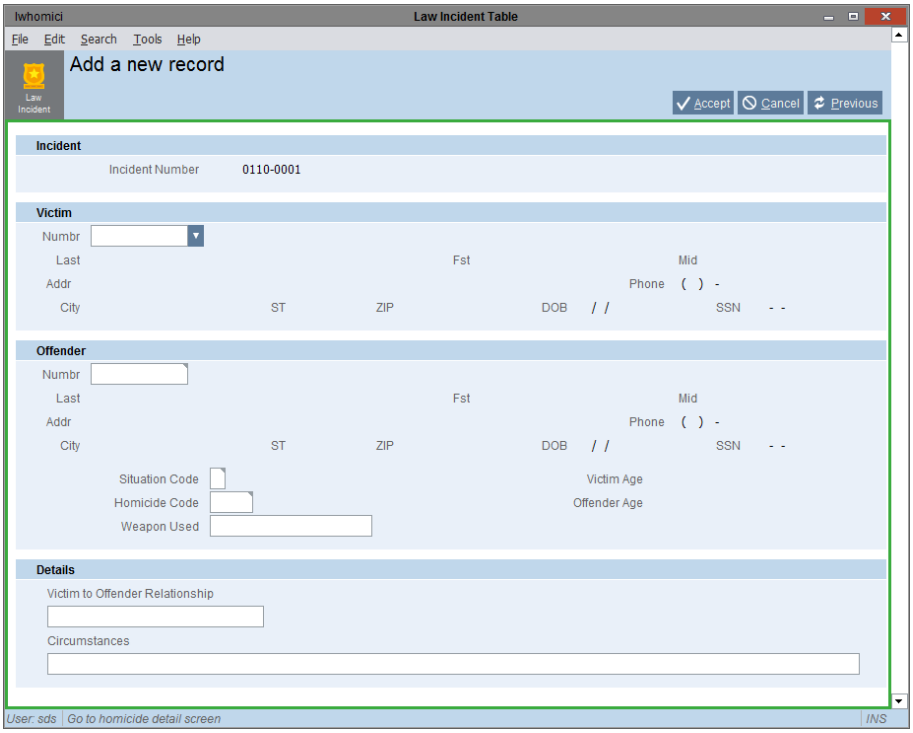
Adding UCR Homicide Incident Records

Use the UCR Homicide Incident screen to record detailed homicide information related to an incident.

To add a UCR Homicide Incident record:

1. From Law Incident screen, click the **Homi** button.

   The UCR Homicide Incident screen opens.



2. Click **Add**.
3. Complete the necessary fields. For more information, see "Fields on the UCR Homicide Incident detail window" on page 47.
4. Click **Accept** (Alt+A) to save the record.

Fields on the UCR Homicide Incident detail window

The UCR Homicide Incident detail window contains the following fields.

`Incident Number`

Displays the identification number of the Law Incident record from which the detail window was accessed. This field is view-only.

Victim

Enter the number of the victim's Name record, or click the Lookup button (Ctrl+E) to open the Names screen and search for an existing record. If the record does not exist, then click **Add** and add the record. When finished, click **Use** to import the information to the **Victim** area. The UCR Homicide Incident detail window opens and the victim's name, address, phone number, date of birth, and Social Security number are entered.

Offender

Enter the number of the offender's Name record, or click the Lookup button (Ctrl+E) to open the Names screen and search for an existing record. If the record does not exist, then click **Add** and add the record. When finished, click **Use** to import the information to the **Offender** area. The UCR Homicide Incident detail window opens and the offender's name, address, phone number, date of birth, and Social Security number are entered.

Situation Code

Enter the situation code for the incident or click the Lookup button (Ctrl+E) and select a code from the drop-down list.

Homicide Code

Enter the code for the type of homicide, or click the Lookup button (Ctrl+E) and select from the drop-down list.

Weapon Used

Enter the weapon used in the homicide.

Victim Age

Displays the victim's age at the time of the incident based on the date of birth. This field is view-only.

Offender Age

Displays enters the offender's age at the time of the incident based on the date of birth. This field is view-only.

Victim to Offender Relationship

Enter the relationship of the victim to the offender.

Circumstances

Enter any circumstances surrounding the victim's death.

Adding Case Management Information

The Case Management program lets your agency track an incident from start to finish, including detailed information about each activity performed for the case. Use this program for incidents that require extended investigations that the Law Incident screen cannot effectively manage.

Protect records in the Case Management screen by using agency partitioning, non-agency partitioning, or password protection. The ability to secure records allows officers to use the Case Management screen to track confidential investigations, such as narcotics investigations, and then prevent unauthorized users from accessing the records.

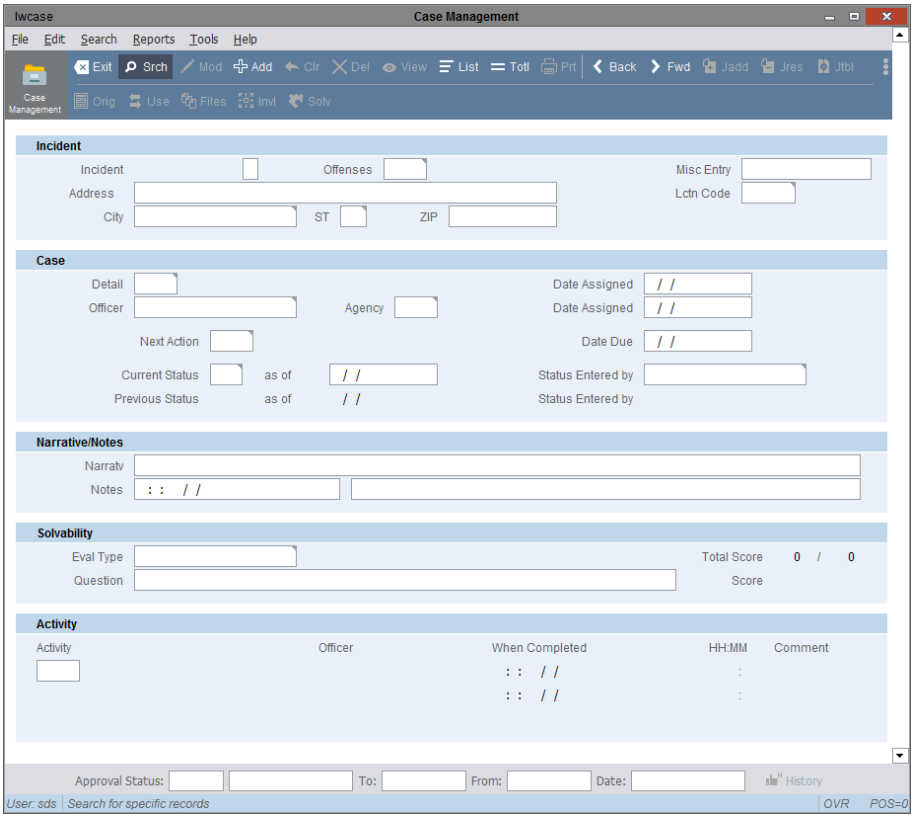
> **NOTE**
>
> Agency partitioning, non-agency partitioning, or password protection can be used only on the main Case Management screen (`casemgt`). For more information, see the *RMS User Manual*.

To add a Case Management record:

1. Do one of the following:
   - From the Tree Menu, select **Law Enforcement Records** > **Case Management**.
   - At the command line, enter **`casemgt`**.
   - From the initiating Law Incident record, click the **Case** button.

     Depending on whether a Case Management record already exists for the Law Incident record, one of the following occurs:
     - If a Case Management record does not exist, then the Case Management screen opens in Add mode. Continue to step 3.
     - If a Case Management record already exists, then the record is displayed and the **Add** button is not available. Click the **Mod** button to modify the record and continue to step 3.

The Case Management screen opens.



2. Click the **Add** button.
3. Complete the appropriate fields. For field descriptions, see "Fields on the Case Management screen" on page 52.
4. Click **Accept** (Alt+A).

Fields on the Case Management screen

The Case Management screen contains the following fields.

> **NOTE**
>
> The **Incident**, **Offenses**, **Misc Entry**, **Narrative**, and address information fields are shared between the Case Management record and the Law Incident record. In addition, depending on your agency's settings, disposition information might be shared. Therefore, a change made to one of these fields in the Law Incident record is reflected in the Case Management screen, and vice versa.

Incident

If the Case Management screen is accessed from the Law Incident record, then the **Incident** field on the Case Management screen becomes view-only and displays the record number of the related incident.

If the Case Management screen is accessed from the Tree Menu or the command line, then click the Lookup button (Ctrl+E) at the **Incident** field to open the Law Incident screen. With the desired Law Incident record open, click the **Use** button. The Case Management screen opens and the number is entered in the **Incident** field.

If a Law Incident record that already has an associated Case Management record is entered in this field, then a message that a duplicate record exists is displayed. The only one Case Management record is allowed for each Law Incident record.

Case Number

The **Case Number** field is an unlabeled field following the Incident Number. If case numbers exist for the incident, then a plus sign (+) is displayed in this field. To view the case numbers, click **View** and enter the number of the **Case Number** field, or click the field to open the Case Numbers detail window. For more information, see "Case Number" on page 19.

Offenses

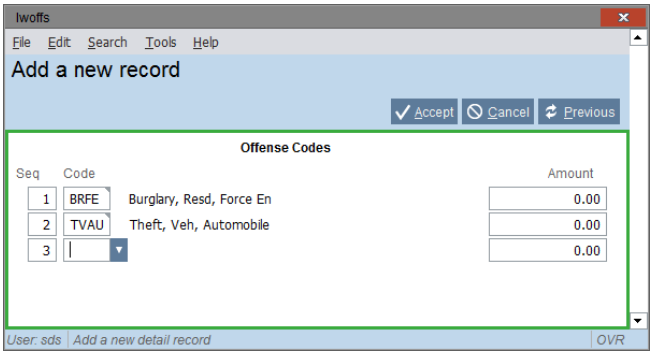
The first offense code is displayed in the **Offenses** field on the Case Management screen. Up to three more offense codes are displayed on the screen in view-only fields. If more than four offense codes exist, then a plus sign (+) is displayed after the fourth **Offenses** field. To view all the Offense Codes detail records, click **View** and enter the number of the first **Offenses** field.

One offense code can be added without opening the detail window. To add more than one offense code:

1. Click **Detail** (Ctrl+N) to open the detail window.

2. Click **Add**.

   A sequence number is entered and the cursor is placed in the **Code** field.



3. Enter a code for the offense, or click the Lookup button (Ctrl+E) and select a code from the list. For example, `AOFF` for Alcohol Offense.
4. The **Amount** field holds information used for the UCR program. For UCR purposes, enter information in this field only when the offense is `Arson`. The UCR Return I looks at this field to determine the dollar amount of property damaged by arson.
5. Click **Accept** (Alt+A) to save the Offense Codes detail record.
6. Repeat steps 2–5 to add as many entries as necessary.
7. Click **Exit** to close the detail window.

Misc Entry

Your agency might designate specific information to enter in the **Misc Entry** field. Check your agency's policy.

Address Indicator

The **Address Indicator** field is an unlabeled field that is displayed between the **Address** field label and the street address. This field is used only if your agency maintains a geobase. The **Address Indicator** field displays a check mark if the address is geovalidated or is blank if the address is not geovalidated. For more information, see the *RMS User Manual*.

Address

Enter the address where the incident occurred. If your agency maintains a geobase, then a search is performed to find the address in the geobase. An alert is displayed if the address does not exist. For more information, see the *RMS User Manual*.

Address Alert

The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then the field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all alerts, click the **View** button or press V and then Enter. At the prompt, enter the number of the **Address Alert** field, and then click **OK** or press Enter.

For more information, see the *RMS User Manual*.

Lctn Code

Enter the reporting area in which the incident took place, or click the Lookup button (Ctrl+E) to select a location from the list.

City

Enter the city in which the incident took place, or click the Lookup button (Ctrl+E) and select the city from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

ST

Enter the state in which the incident occurred, or click the Lookup button (Ctrl+E) and select the state from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

Zip

Enter the postal ZIP code. The last four characters are optional. If the address entered in the **Address** field is validated, then this field is automatically populated.

Detail

Enter the code for the assignment detail, or click the Lookup button (Ctrl+E) to select an assignment detail from the list. For example, `GI` (general investigation), `DTF` (drug task force), or `HOMI` (homicide).

Date Assigned

Enter the date the case was assigned to the detail, or click the **Time** button (Ctrl+T) to enter the current date.

Officer

Enter the name or name code of the officer assigned to the investigation, or click the Lookup button (Ctrl+E) to select a name from the list.

Agency

Enter the name or name code of the agency assigned to the investigation, or click the Lookup button (Ctrl+E) to select an agency from the list.

Use the **Agency** field to secure Case Management records by using agency partitioning, non-agency partitioning, or password protection. For more information, contact your SAA.

Date Assigned

Enter the date the case was assigned to the designated officer, or click the **Time** button (Ctrl+T) to enter the current date.

Next Action

Enter the action code and description for the next action due on the case, or click the Lookup button (Ctrl+E) to select a code from the list.

Date Due

Enter the date the next action assigned is due or the target date for closure of the investigation. Click the **Time** button (Ctrl+T) to enter the current date and time.

Current Status

Enter the code for the current status of the case, or click the Lookup button (Ctrl+E) to select a status from the list. For example, `ASN` (assigned) or `UNF` (unfounded).

as of

Displays the date the current status came into effect. When the **Current Status** field is changed, then the current date is entered. This field can be modified, if necessary. To enter the current date, click the **Time** button (Ctrl+T).

Status Entered by

Enter the name or name code for the officer who entered the current status. When the **Current Status** field is changed, your name is entered. Click the Lookup button (Ctrl+E) to select another name, if necessary.

Previous Status

The **Previous Status** field contains a history of all status changes made to the case, providing an effective method of tracking the investigation. To view the status history, click the **View** button, and then enter the number for the **Previous Status** field. The Status History detail window and displays all current and previous statuses for the record.

as of

Displays the date the previous status came into effect.

Status Entered by

Displays the name or name code for the officer who entered the previous status.

Narratv

Displays the main narrative from the initiating Law Incident. Use the **Notes** field to enter specific information about the investigation.

Click **Editor** (Ctrl+E) to open the text editor and either add or modify the narrative information. If the **Narratv** field is blank, then a list of narrative outlines is displayed. To use a narrative outline, select the desired outline, and then click **Accept** or press Enter. To enter a narrative without using an outline, click **Cancel** (Alt+C).

Notes

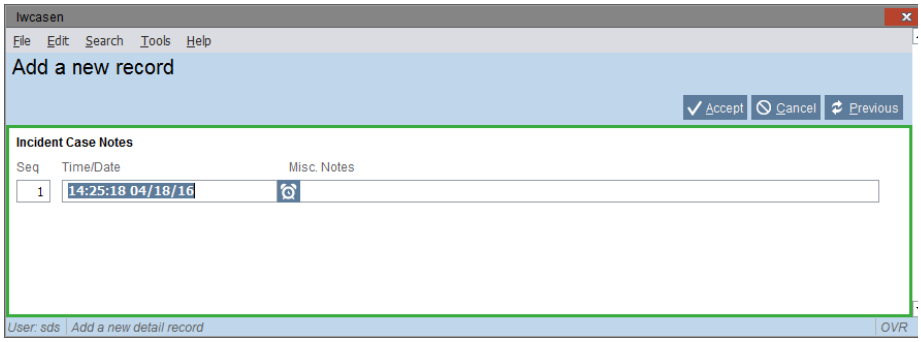
The most recent Notes detail record is displayed on the Case Management screen. To view all detail records, click **View,** and then enter the number of the **Notes** field.

One Notes detail record can be added without opening the detail window. To add more than one Notes detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

A sequence number is entered. The first line of the note that has sequence number `1` is displayed on the main Case Management screen. Enter a different sequence number, if necessary.

The current time and date is also entered. This information can be changed, if necessary. Click the **Time** button (Ctrl+T) to enter the current time and date.



3. In the **Misc Notes** field, enter any comments or narrative pertinent to the investigation. Click **Editor** (Ctrl+E) to opens the text editor. If your agency uses outlines for this field, then a list of outlines is displayed when this field is first accessed.
4. Click **Accept** (Alt+A).

   The sequence numbers of any previous Incident Case Notes detail records are reassigned.
5. Repeat steps 2–4 to add as many entries as necessary.
6. Click **Exit** to close the detail window.

Eval Type

Enter the type of evaluation used to determine the solvability of the case, or click the Lookup button (Ctrl+E) and select a code from the list. For example, `ASSAULT`.

Total Score

The value in the **Total Score** field is computed based upon your responses to the solvability questions in the **Question** field.

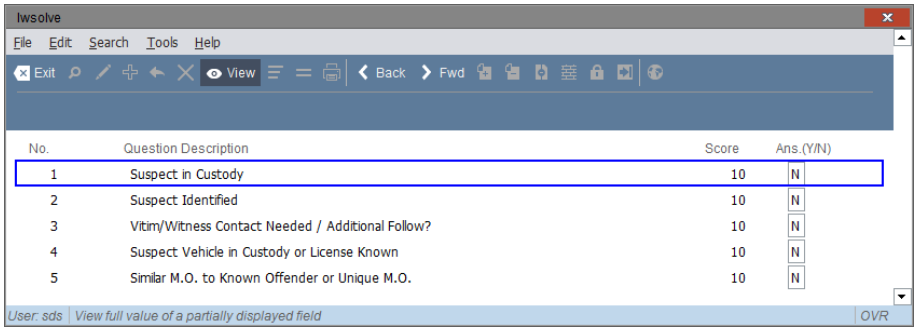
Question

Displays the first of a list of questions that are based upon the **Eval Type** field. Your answers to these questions determine the total solvability score for the case.

To answer the solvability questions:

1. Click **Detail** (Ctrl+N).

   A detail window opens and a list of questions is displayed. The answer for each question defaults to `N` (no).



> **TIP**
>
> To view solvability questions one at a time, click the **Solve** button on the Case Management screen. Use the arrow keys to scroll through the list.

2. To change an answer, highlight the question, and then click the **Mod** button. Enter **`Y`** (yes) and click **Accept** (Alt+A).

   When an answer is changed, the number in the **Score** field on the Case Management screen is recalculated.

3. Click **Exit** to close the detail window.

Score

Displays the value for questions entered in the **Question** field. The default value is `10`.

Activity

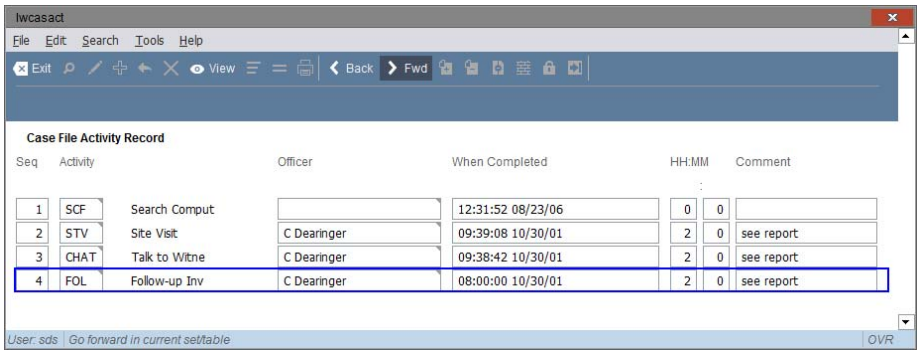
The Case File Activity Record detail window contains a history of all officer activity associated with the case. The two most recent Case File Activity detail records are displayed on the Case Management screen. A plus sign (+)

following the second **Activity** field indicates that more than two detail records exist. To view all detail records, click **View**, and then enter the number of the **Activity** field.

To add a Case File Activity detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   A sequence number is entered and the cursor is placed in the **Activity** field. Enter a different sequence number, if necessary.



3. In the **Activity** field, enter the code for the type of activity performed for the case, or click the Lookup button (Ctrl+E) to select an activity from the list. For example, `SINT` for Suspect Interview.
4. In the **Officer** field, enter the name of the officer who performed the associated case activity, or click the Lookup button (Ctrl+E) to select a name from the list.
5. In the **When Completed** field, enter the date and time the case activity was completed, or click the **Time** button (Ctrl+T) to enter the current date and time.
6. In the **HH:MM** field, enter the time (in hours and minutes) spent on the case activity.
7. In the **Comment** field, enter up to 30 characters of comments relating to the case activity.
8. Click **Accept** (Alt+A) to save the Case File Activity detail record.

   The sequence numbers of any previous Case File Activity detail records are reassigned.
9. Repeat steps 2–8 to add as many entries as necessary.
10. Click **Exit** to close the detail window.

Using the Incident Assignment Feature

Your SAA can configure offense codes so that incidents with certain offense codes are assigned to predefined investigative details, such as departments, bureaus, and divisions. Each time an incident is added or modified in the Law Incident screen, the **Observed** field is reviewed and one of the following occurs:

- If the offense code in the **Observed** field has no preset options, then the incident is not assigned. The incident can be assigned manually, if necessary.
- If the offense code requires a minimum solvability score, then a message box opens and displays the following: `Solvability Evaluation is required for this incident`. Press Enter to close the message box.
- If the offense code does not require a minimum solvability score, then the incident is assigned to the preset detail.

> **NOTE**
>
> If the **Observed** field is left blank and **Accept** (Alt+A) is clicked to finish adding or modifying the incident, then a message box opens and displays a message similar to the following: `Offense Code as observed is required for this incident`. Press Enter to close the message box. Enter an offense in the **Observed** field, and then click **Accept** (Alt+A).

To assign an incident to an investigative detail:

1. Open the Case Management screen by clicking **Case** from the main toolbar of the Law Incident screen. For more information, see "Adding Case Management Information" on page 50.

   If the incident is automatically assigned, then the assignment is displayed in the **Detail** field of the Case Management screen. If an assignment does not appear, then continue to step 2.

2. If the offense code requires a minimum solvability score before the incident is assigned, then enter the Solvability Evaluation. For more information, contact your SAA.

3. After the Solvability Evaluation is entered, click **Accept** (Alt+A).

   One of the following occurs:

   – If the solvability score is greater than or equal to the minimum score preset for the offense, then the incident is assigned to the preset detail. The assigned detail is displayed in the **Detail** field.

   – If the score is less than the minimum score preset for the offense, then the incident is not assigned to a detail.

Assigning an incident to an officer

Your SAA can configure the software to notify personnel of assignments. Once a detail is assigned, an email is sent to the supervisor and the commander specified for that detail. The message `Assigned Incident` *xxxxxxxxx* is displayed, where *xxxxxxxxx* is the Incident Number.

To assign an incident to an officer:

1. Find all incidents assigned to your detail during a specified period by doing the following:
   - Access the Case Management screen from the Law Enforcement Records menu.
   - Click the **Srch** button, and enter the detail code to search for.
   - At the **Date Assigned** field, click **Type** (Ctrl+N) and select **`Between`**. Enter the range of dates to search and find all assignments made to your detail, and then click **Accept** (Alt+A).
2. Click the **List** button to list all the records that match your search criteria. Each record is marked with a check mark. Do one of the following:
   - Start at the top of the list, and view the highlighted record by pressing Enter. View the associated incident, its involvements, and so on to evaluate the case for assignment. To view the associated incident, click the **View** button and enter the number of the **Incident** field.
   - To assign an officer to the incident, enter the officer's name in either the **Officer** field of the Case Management screen or the **Responsible Officer** field of the Law Incident record.

     When an entry is added or modified in either of these fields, an email is sent to the officer entered, notifying the officer of the assignment.
3. Click the **List** button from the main toolbar of the Case Management screen to return to the list of records. To indicate that the incident has been assigned, remove the check mark from the highlighted record by clicking the record or pressing the spacebar.
4. Repeat steps 2 and 3 until each incident is assigned.
5. When finished, close the Case Management screen.

Using the Unassigned Incidents Summary report

The Unassigned Incidents Summary report (`rplwuis`) provides a way to audit the Case Management screen for unassigned incidents. This report lists all incidents received during the specified time period that are not yet assigned for investigation. Enter any combination of the following parameters to customize the report:

- When received
- Offense as reported
- Nature of incident
- Agency

For more information, see "Case Management Reports" on page 168.

Chapter 2

Law Enforcement Records

Jump to topic:

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Using the Intelligence Screen 70
Using the Non-Custody Booking Screen 84
Adding Arrest Records 102
Adding Offense Records 117
Using the Dissemination Log 142
Adding UCR Officers Killed/Assaulted Records 147

Introduction

The chapter describes additional screens used to maintain Law Enforcement records.

This chapter describes the following screens:

- "Using the Field Interviews Screen" on page 65
- "Using the Intelligence Screen" on page 70
- "Using the Non-Custody Booking Screen" on page 84
- "Adding Arrest Records" on page 102
- "Adding Offense Records" on page 117
- "Using the Dissemination Log" on page 142
- "Adding UCR Officers Killed/Assaulted Records" on page 147

Using the Field Interviews Screen

Use the Field Interviews screen to record information obtained from field interviews that do not result in full incidents, arrests, or warrants. The contact's name is stored in the Names table, as is the name of any other person involved with the field interview. Using the **Invl** button, multiple applicable Name, Vehicle, and Property records can be added.

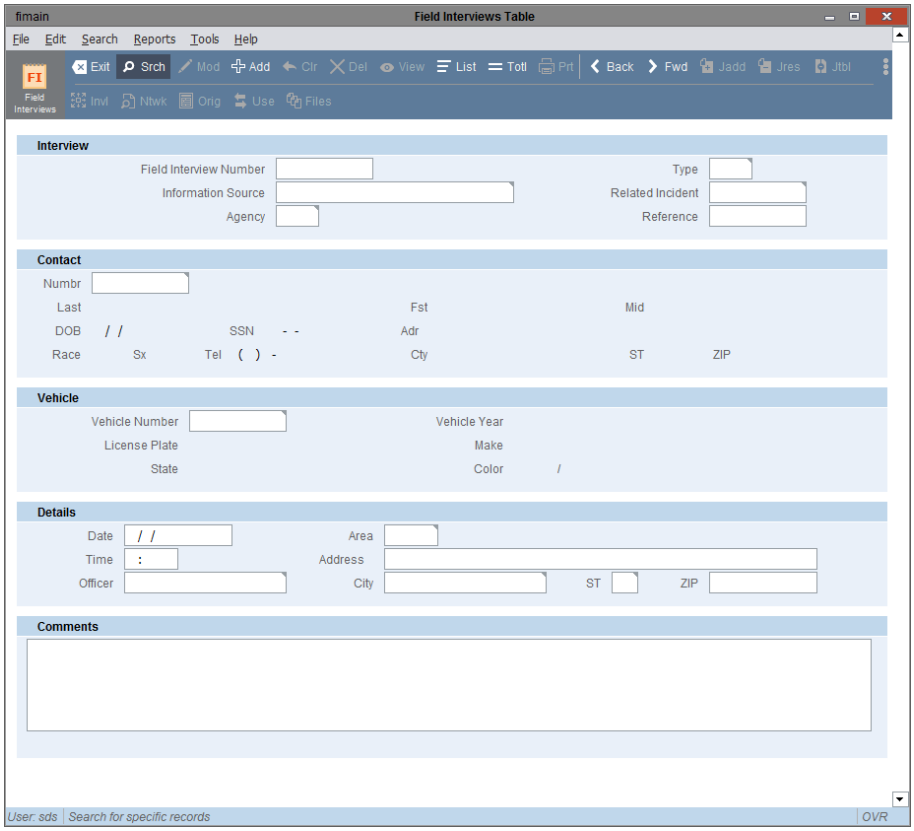
> **NOTE**
>
> Field Interview records can also be added using the Mobile module. For more information, see the *Mobile Field Report and Forms Manual*.

Adding Field Interview records

To add a Field Interview record:

1. Do one of the following:
   - At the command line, enter **`fldint`**.
   - From the Tree Menu, select **Law Enforcement Records Menu** > **Field Interviews Table**.

The Field Interviews screen opens.



2. Click the **Add** button.
3. Complete the appropriate fields. For field descriptions, see "Fields on the Field Interviews screen" on page 66.
4. Click **Accept** (Alt+A) to save the record.

Fields on the Field Interviews screen

The Field Interviews screen contains the following fields.

Field Interview Number

Displays the software-generated number that is unique to the Field Interview record. The Field Interview Number can be changed to another unique number if the Field Interview record is not referenced elsewhere in the software.

Information Source

Enter the source for the interview, or select the source from the drop-down list.

Agency

Enter the agency conducting the investigation, or click the Lookup button (Ctrl+E) and select an agency from the list.

Type

Select the type of interview given from the drop-down list.

Related Incident

Enter the number of the related Law Incident record, or click the Lookup button (Ctrl+E) to search for the record.

Reference

Enter any other useful reference numbers, such as an outside agency's case number.

Contact

Enter the name of the contact for the incident. If the complainant is a business, then enter the name of the person reporting the incident.

If your agency uses the CAD module, then the contact name for incidents generated through CAD calls is entered.

Vehicle

Enter the number of the Vehicle record associated with the field interview, or click the Lookup button (Ctrl+E) to search for the record.

Date

Enter the date of the field interview, or click the **Time** button (Ctrl+T) to enter the current date.

Time

Enter the time of the field interview, or click the **Time** button (Ctrl+T) to enter the current time.

Officer

Enter the name or name code of the officer performing the field interview, or click the Lookup button (Ctrl+E) and select a name from the list.

Area

Enter the reporting area in which the field interview took place, or click the Lookup button (Ctrl+E) and select an area from the list.

Address Indicator

The **Address Indicator** field is an unlabeled field that is displayed between the **Address** field label and the street address. This field is used only if your agency maintains a geobase. The **Address Indicator** field displays a check mark if the address is geovalidated or is blank if the address is not geovalidated. For more information, see the *RMS User Manual*.

Address

Enter the address where the interview occurred. If your agency maintains a geobase, then a search is performed to find the address in the geobase. An alert is displayed if the address does not exist. For more information, see the *RMS User Manual*.

Address Alert

The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then the field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all alerts, click the **View** button or press V and then Enter. At the prompt, enter the number of the **Address Alert** field, and then click **OK** or press Enter.

For more information, see the *RMS User Manual*.

City

Enter the city in which the interview took place, or click the Lookup button (Ctrl+E) and select the city from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

ST

Enter the state in which the interview occurred, or click the Lookup button (Ctrl+E) and select the state from the list. If the address entered in the **Address** field is validated, then this field is automatically populated.

ZIP

Enter the postal ZIP code. The last four characters are optional. If the address entered in the **Address** field is validated, then this field is automatically populated.

Comments

Enter a summary of the interview. If your agency keeps paper files, then enter the location at which the paper copy of the narrative is filed. Click **Editor** (Ctrl+E) to open the text editor.

Adding involvements to field interviews

For many field interviews, involvements might need to be added. For example, add involvements for any persons—besides the primary contact—vehicles, and property associated with the field interview.

Involvements can be added directly to the Involvements screen. To open the Involvements screen, click **Invl** from the Field Interviews screen. For more information on adding involvements, see the *RMS User Manual*.

Using the Intelligence Screen

Use the Intelligence screen to track persons who are of special interest to your agency. The Intelligence table interacts with the Names, Vehicle, and Property tables and provides the following additional intelligence information:

- Hangouts
- Associates
- Vehicles
- Residences
- Employment
- Suspicious Activity
- Miscellaneous comments

The Intelligence table is useful to investigators or persons who observe suspects over an extended time period and record their activities. For security reasons, information in the Intelligence screen is not available to all users.

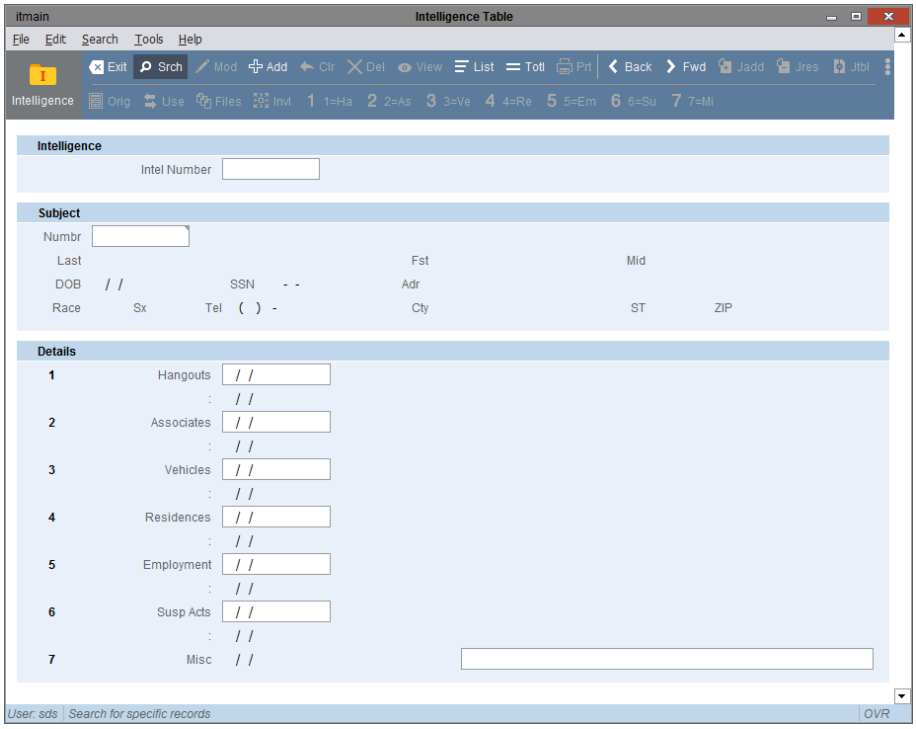
> **NOTE**
>
> To view, print, and delete records in the Intelligence screen, additional security passwords or security clearance might be needed. For more information, contact your SAA.

Adding Intelligence records

To add an Intelligence record:

1. Do one of the following:
   - At the command line, enter **`intel`**.
   - From the Tree Menu, select **Law Enforcement Records Menu** > **Intelligence Table**.

The Intelligence screen opens.



2. Click the **Add** button.
3. Complete the appropriate fields. For field descriptions, see "Fields on the Intelligence screen" on page 71.
4. Click **Accept** (Alt+A) to save the record.

Fields on the Intelligence screen

The Intelligence screen contains the following fields.

Intel Number

Displays the software-generated number that is unique to the Intelligence record. This number can be changed to another unique number if the Intelligence record is not referenced elsewhere in the software.

Subject Numbr

Enter the number of the subject's Name record, or click the Lookup button (Ctrl+E) to open the Names table and search for the record.

Details area

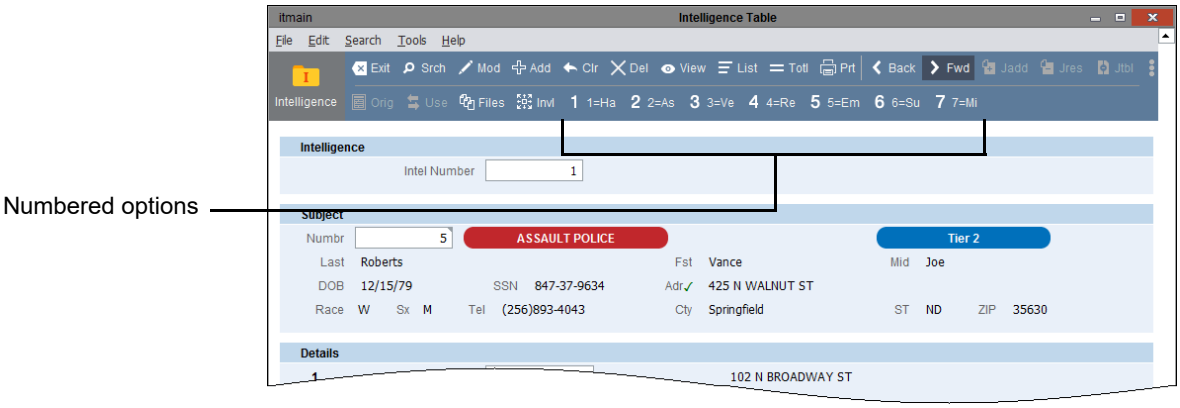
The fields in this area correspond to detail windows in which data about a person of interest can be searched for, added, and modified. A plus sign (+) at the end of a line indicates that more than two detail records exist for the field. To view the other detail records, click the **View** button or press V and then Enter. At the prompt, enter the number of the field, and then click **OK** or press Enter. For more information, see "Using the numbered options on the Intelligence screen" on page 73, "Searching for data at detail fields" on page 73, and "Adding data in the Intelligence detail windows" on page 73. Click **Detail** (Ctrl+N) to open the corresponding detail window.

Complete the following fields as necessary:

- **Hangouts**: Enter any information regarding the known hangouts for the person of interest. See "Adding a Hangouts detail record" on page 74.
- **Associates**: Enter any information regarding the known associates for the person of interest. See "Adding an Associates detail record" on page 75.
- **Vehicles**: Enter any information regarding the known vehicles used or owned by the person of interest. See "Adding a Vehicles detail record" on page 76.
- **Residences**: Enter any information regarding the known residences for the person of interest. See "Adding a Residences detail record" on page 78.
- **Employment**: Enter any information regarding the known places of employment for the person of interest. See "Adding an Employment detail record" on page 79.
- **Susp Acts**: Enter any information regarding any suspicious acts committed by the person of interest. See "Adding a Suspicious Activities detail record" on page 81.
- **Misc**: Enter any miscellaneous comments regarding the Intelligence record. Click **Editor** (Ctrl+E) to open the text editor and add comments. The current date is entered in the field when the information is modified.

Using the numbered options on the Intelligence screen

When the Intelligence screen is accessed, a set of numbered options is displayed on the screen toolbar.



These numbered buttons correspond to the numbered fields on the screen. For example, the **1=Ha** button corresponds to the **Hangouts** field, the **2=As** button corresponds to the **Associates** field, the **3=Ve** button corresponds to the **Vehicle** field, and so on. Use a numbered button to open the corresponding detail window. For example, click the **1=Ha** button to open the Hangouts detail window. From the detail window, detail records can be added, modified, and deleted. Click the **7=Mi** button to open the text editor for the **Misc** field.

Searching for data at detail fields

Enter search data, including dates, locations, phone numbers, and so on, in the **Hangouts**, **Associates**, **Vehicles**, **Residences**, **Employment**, and **Suspicious Acts** fields. If searching with questionable or incomplete data, then click **Type** (Ctrl+N) at the fields to designate a search type, such as **`Not equal to`** or **`Greater than`**. For more information on searching, see the *RMS User Manual*.

Adding data in the Intelligence detail windows

Detail records can be added for the following fields on the Intelligence screen.

- **Hangouts**. See "Adding a Hangouts detail record" on page 74.
- **Associates**. See "Adding an Associates detail record" on page 75.
- **Vehicles**. See "Adding a Vehicles detail record" on page 76.

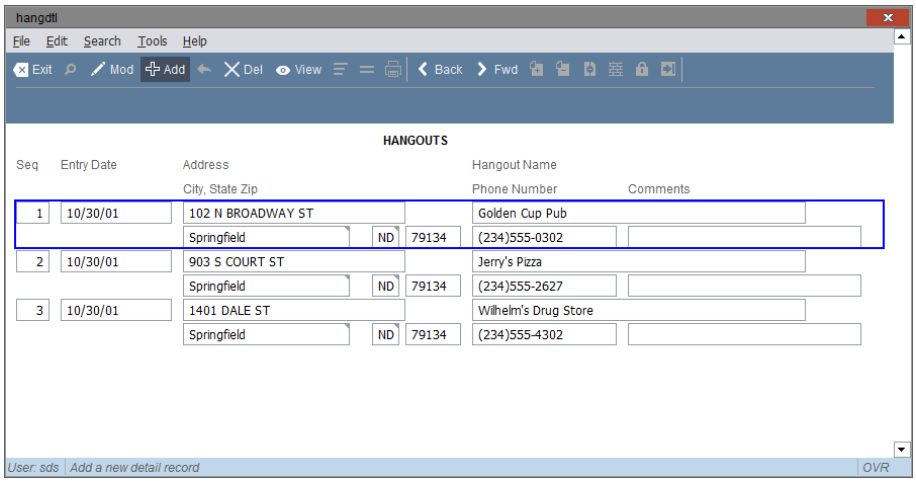
- **Residence**. See "Adding a Residences detail record" on page 78.
- **Employment**. See "Adding an Employment detail record" on page 79.
- **Susp Acts**. See "Adding a Suspicious Activities detail record" on page 81.

Adding a Hangouts detail record

To add a Hangouts detail record:

1. Do one of the following:
   - From the Intelligence screen, click the **1=Ha** button.
   - In the **Hangouts** field, click the **Detail** button (Ctrl+N).

   The Hangouts detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Address** field, enter the street address for the hangout. If your agency maintains a geobase, then the Address Selection window opens. Select the desired address and then click **Select**. For more information, see the *RMS User Manual*.

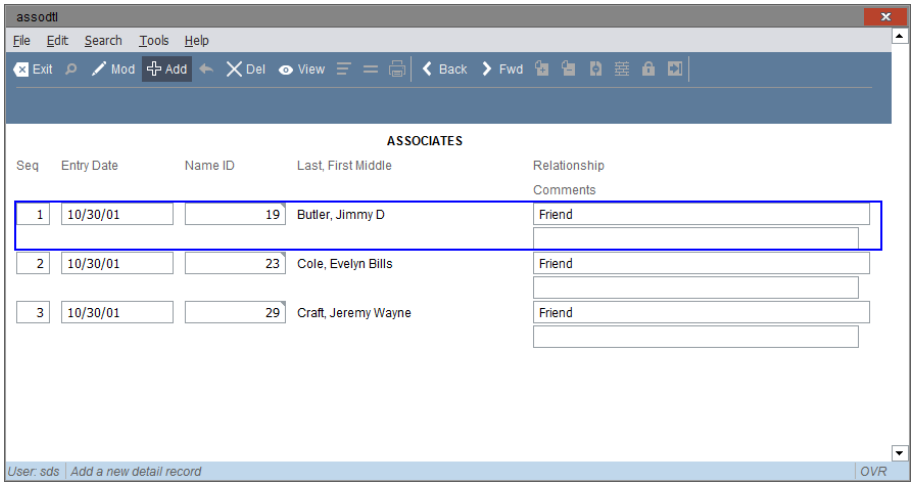
5. In the **City** field, enter the city, or click the Lookup button (Ctrl+E) and select the city from the list. If the address is validated, then this field is automatically populated.
6. In the **State** field, enter the state, or click the Lookup button (Ctrl+E) and select the state from the list. If the address is validated, then this field is automatically populated.
7. In the **Zip** field, enter the postal ZIP code. The last four characters are optional. If the address is validated, then this field is automatically populated.
8. In the **Hangout Name** field, enter the name of the hangout.
9. In the **Phone Number** field, enter the phone number for the hangout. The local area code is automatically populated, but can be modified if necessary.
10. In the **Comments** field, enter any comments about the hangout, or click **Editor** (Ctrl+E) to open the text editor.
11. Click **Accept** (Alt+A) to save the Hangouts detail record.
12. Repeat steps 2–11 to add as many entries as necessary.
13. Click **Exit** to close the detail window.

Adding an Associates detail record

To add an Associates detail record:

1. Do one of the following:
   - From the Intelligence screen, click the **2=As** button.
   - In the **Associates** field, click the **Detail** button (Ctrl+N).

The Associates detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Name ID** field, enter the Name Number for the associate, or click the Lookup button (Ctrl+E) to open the Names screen and search for the record.

   The **Last, First Middle** field is automatically populated.

5. In the **Relationship** field, enter up to 30 characters describing the relationship of the associate to the subject of the Intelligence record.

6. In the **Comments** field, enter any comments about the associate, or click **Editor** (Ctrl+E) to open the text editor.

7. Click **Accept** (Alt+A) to save the Associates detail record.

8. Repeat steps 2–7 to add as many entries as necessary.

9. Click **Exit** to close the detail window.

Adding a Vehicles detail record

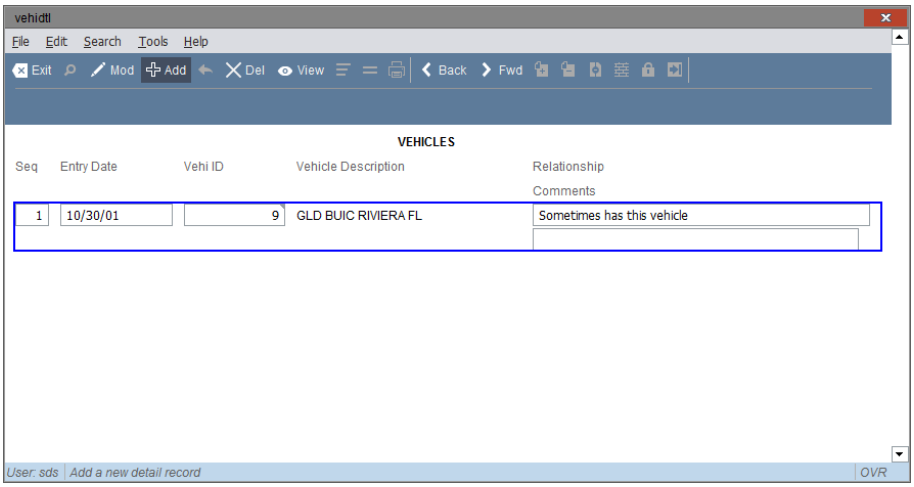
To add a Vehicles detail record:

1. Do one of the following:

– From the Intelligence screen, click the **3=Ve** button.

– In the **Vehicles** field, click the **Detail** button (Ctrl+N).

The Vehicles detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Vehi ID** field, enter the Vehicle Number for the vehicle, or click the Lookup button (Ctrl+E) to open to the Vehicle screen and search for the record.

   The **Vehicle Description** field is automatically populated.

5. In the **Relationship** field, enter up to 30 characters describing the relationship of the vehicle to the subject of the Intelligence record.

6. In the **Comments** field, enter any comments about the vehicle, or click **Editor** (Ctrl+E) to open the text editor.

7. Click **Accept** (Alt+A) to save the detail record.

8. Repeat steps 2–7 to add as many entries as necessary.

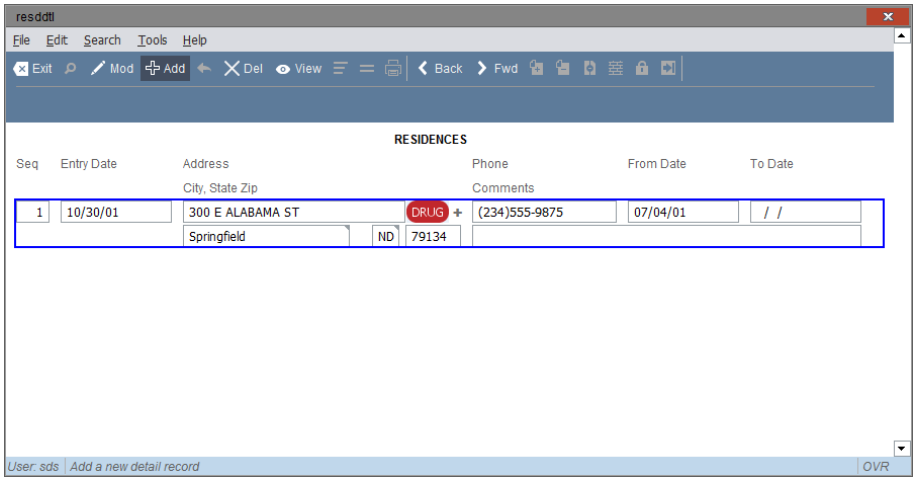
9. Click **Exit** to close the detail window.

Adding a Residences detail record

To add a Residences detail record:

1. Do one of the following:
   - From the Intelligence screen, click the **4=Re** button.
   - In the **Residences** field, click the **Detail** button (Ctrl+N).

   The Residences detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Address** field, enter the street address for the residence. If your agency maintains a geobase, then the Address Selection window opens. Select the desired address and then click **Select**. For more information, see the *RMS User Manual*.

5. In the **City** field, enter the city, or click the Lookup button (Ctrl+E) and select the city from the list. If the address is validated, then this field is automatically populated.

6. In the **State** field, enter the state, or click the Lookup button (Ctrl+E) and select the state from the list. If the address is validated, then this field is automatically populated.

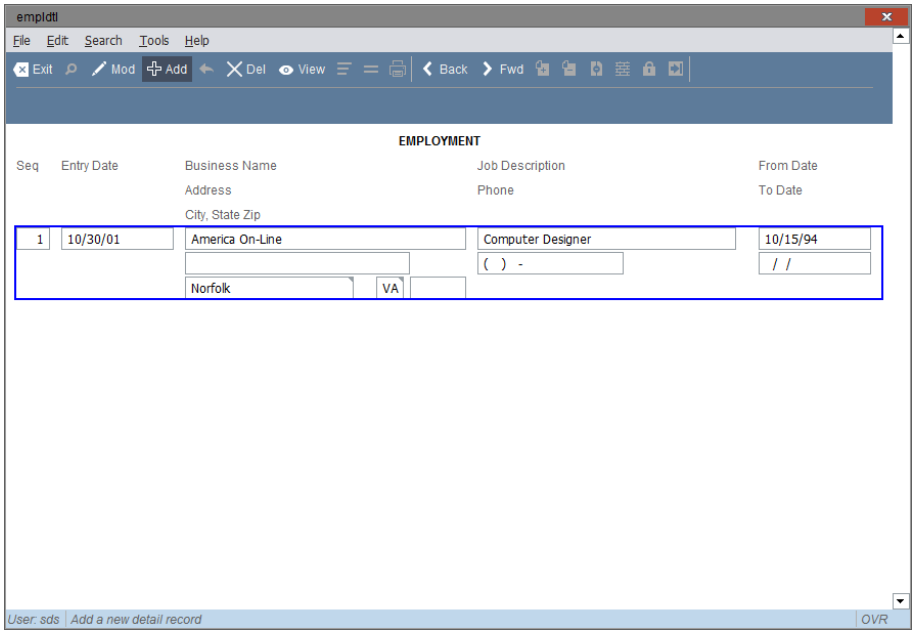
7. In the **Zip** field, enter the postal ZIP code. The last four characters are optional. If the address is validated, then this field is automatically populated.
8. In the **Phone** field, enter the phone number for the residence. The local area code is automatically populated, but can be modified if necessary.
9. In the **From Date** field, enter the date the person was first associated with the residence.
10. In the **To Date** field, enter the date the person left the residence.
11. In the **Comments** field, enter any comments about the residence, or click **Editor** (Ctrl+E) to open the text editor.
12. Click **Accept** (Alt+A) to save the detail record.
13. Repeat steps 2–12 to add as many entries as necessary.
14. Click **Exit** to close the detail window.

Adding an Employment detail record

To add an Employment detail record:

1. Do one of the following:
   – From the Intelligence screen, click the **5=Em** button.
   – In the **Employment** field, click the **Detail** button (Ctrl+N).

The Employment detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Business Name** field, enter the name of the place of employment.

5. In the **Address** field, enter the street address for the place of employment. If your agency maintains a geobase, then the Address Selection window opens. Select the desired address and then click **Select**. For more information, see the *RMS User Manual*.

6. In the **City** field, enter the city, or click the Lookup button (Ctrl+E) and select the city from the list. If the address is validated, then this field is automatically populated.

7. In the **State** field, enter the state, or click the Lookup button (Ctrl+E) and select the state from the list. If the address is validated, then this field is automatically populated.

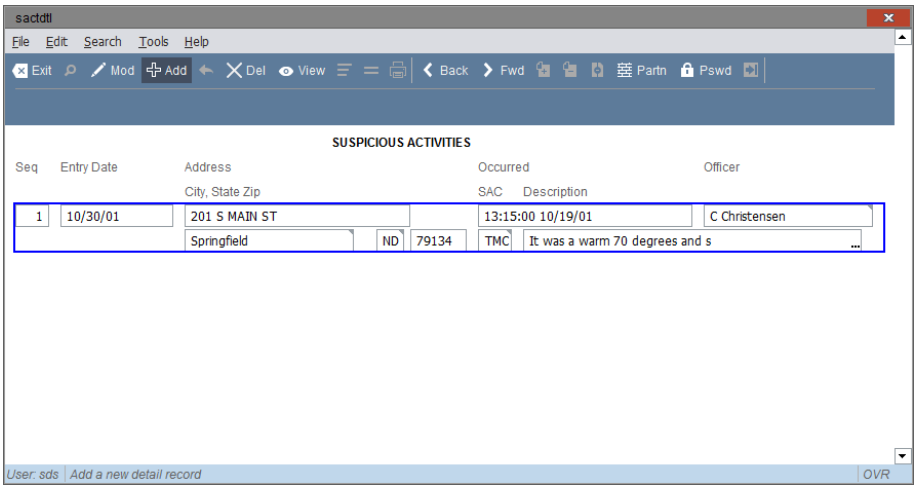
8. In the **Zip** field, enter the postal ZIP code. The last four characters are optional. If the address is validated, then this field is automatically populated.
9. In the **Job Description** field, enter the person's job title or a description of the person's job duties, or click **Editor** (Ctrl+E) to open the text editor.
10. In the **Phone** field, enter the phone number for the place of employment. The local area code is automatically populated, but can be modified, if necessary.
11. In the **From Date** field, enter the date the person started working at the place of employment.
12. In the **To Date** field, enter the last date the person worked at the place of employment, if applicable.
13. Click **Accept** (Alt+A) to save the detail record.
14. Repeat steps 2–14 to add as many entries as necessary.
15. Click **Exit** to close the detail window.

Adding a Suspicious Activities detail record

To add a Suspicious Activities detail record:

1. Do one of the following:
   – From the Intelligence screen, click the **6=Su** button.
   – In the **Susp Act** field, click the **Detail** button (Ctrl+N).

   The Suspicious Activities detail window opens.



2. Click the **Add** button.

   In the **Seq** field, a sequence number is populated and the cursor is placed in the **Entry Date** field. By default, the most recent entry is `1`. Sequence numbers can be modified, if necessary.

3. In the **Entry Date** field, modify the date, if necessary, or click the **Time** button (Ctrl+T) to enter the current date. By default, the current date is displayed.

4. In the **Address** field, enter the street address where the suspicious activity occurred. If your agency maintains a geobase, then the Address Selection window opens. Select the desired address and then click **Select**. For more information, see the *RMS User Manual*.

5. In the **City** field, enter the city, or click the Lookup button (Ctrl+E) and select the city from the list. If the address is validated, then this field is automatically populated.

6. In the **State** field, enter the state, or click the Lookup button (Ctrl+E) and select the state from the list. If the address is validated, then this field is automatically populated.

7. In the **Zip** field, enter the postal ZIP code. The last four characters are optional. If the address is validated, then this field is automatically populated.

8. In the **Occurred** field, enter the time and date the suspicious activity occurred.

9. In the **Officer** field, enter the name of the officer who reported the suspicious activity, or click the Lookup button (Ctrl+E) to select an officer from the list.

10. In the **SAC** field, enter the code for the suspicious activity, such as **`PEC`** for Peculiar Actions, or click the Lookup button (Ctrl+E) to select a code from the list.

11. In the **Description** field, enter any comments about the suspicious activities, or click **Editor** (Ctrl+E) to open the text editor.

12. Click **Accept** (Alt+A) to save the detail record.

13. Repeat steps 2–12 to add as many entries as necessary.

14. Click **Exit** to close the detail window.

Adding involvements to Intelligence records

For security, involvements are not linked to Intelligence records. When the Involvements screen is viewed from an Intelligence record, the involvements listed are for the subject's Name record only. If an involvement is added from the Intelligence screen, then the involvement is added to the subject's Name record. Other users can view the involvement through the Name record.

Using the Non-Custody Booking Screen

Use the Non-Custody Booking screen to add and manage Non-Custody Booking records to track information for arrests where your agency will not be booking the individual into jail.

NOTE

If a person is arrested and will be going to jail, but another agency will be responsible for the actual Full Booking record, then enter the arrest and offense information into the Non-Custody Booking screen to ensure that the UCR/IBR reporting occurs correctly for your agency.

NOTE

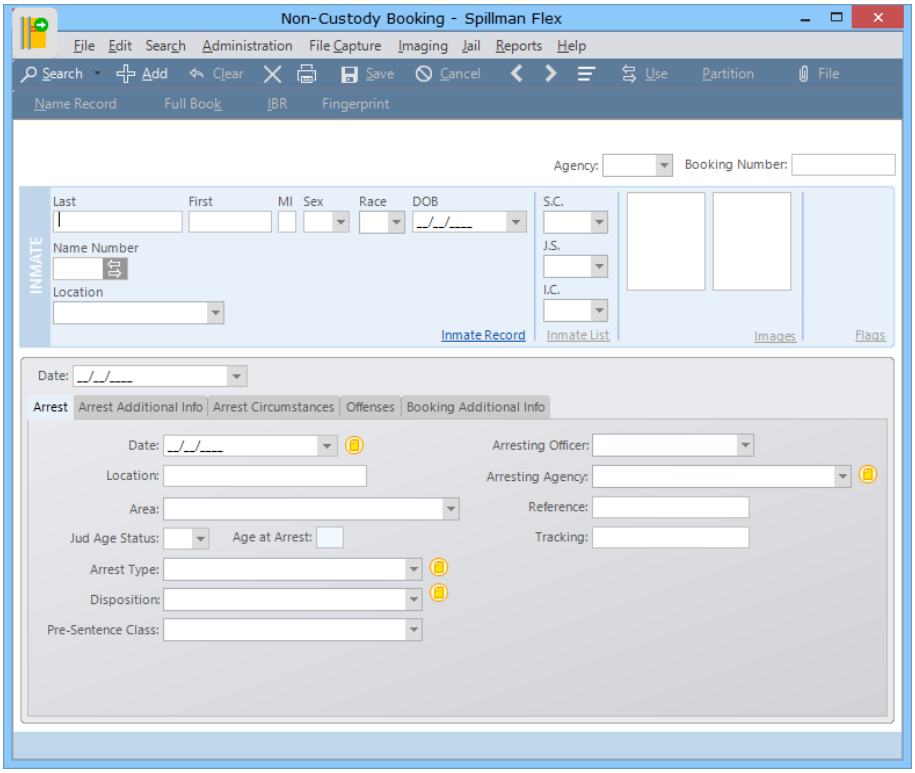
System privileges to add, modify, delete or view Non-Custody Booking records are required. For more information, contact your SAA.

Adding a Non-Custody Booking record

To add a Non-Custody Booking record:

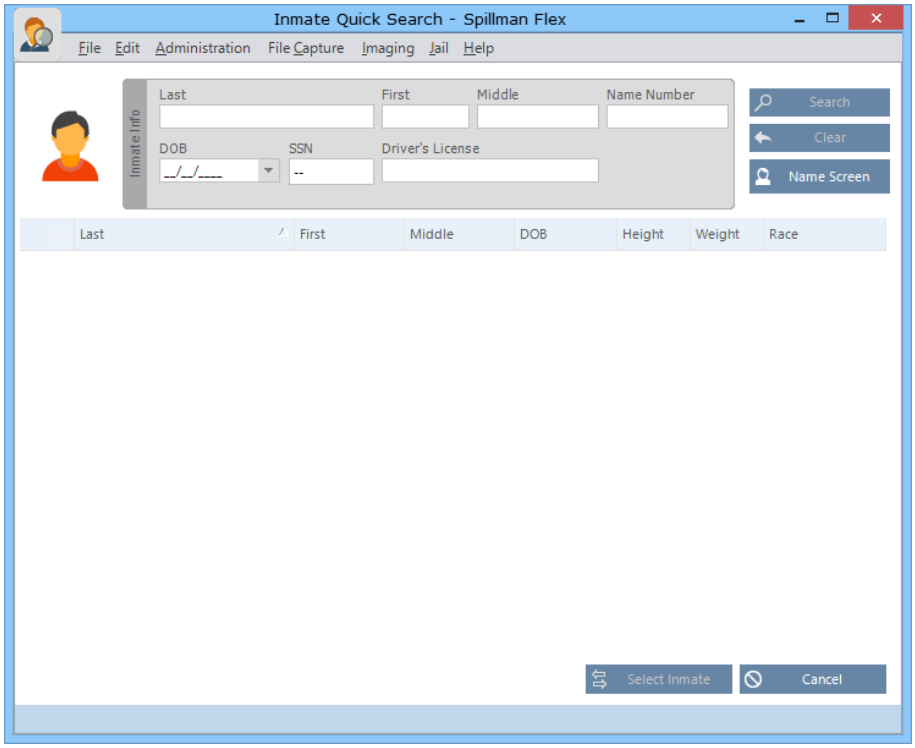
1. Do one of the following:
   - At the command line, enter **`noncustody`**.
   - From the Tree Menu, select **Law Enforcement Records Menu** > **Non-Custody Booking**.

The Non-Custody Booking screen opens.



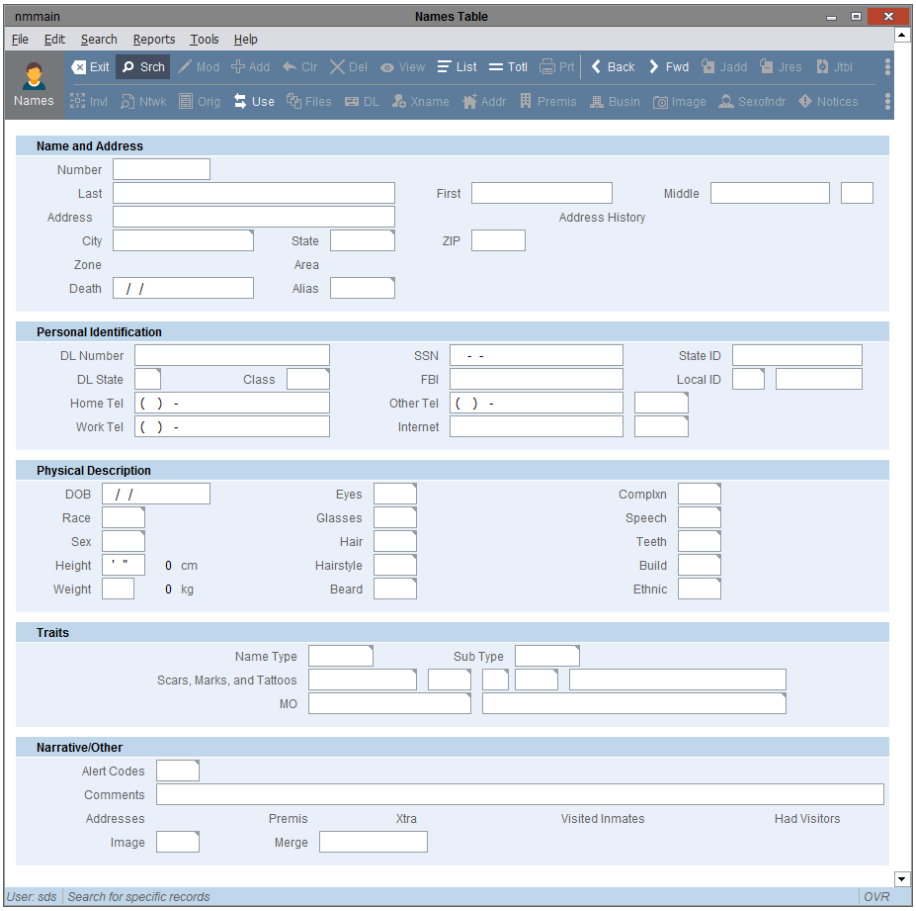
2. Click the **Add** button.

The Inmate Quick Search screen opens.



3. Click the **Name Screen** button.

The Names screen opens.



4. Click the **Srch** button.
5. Enter search criteria to locate the desired Name record.
6. Click **Accept**.

   Depending on whether the desired individual is found, do one of the following:

   – If the desired individual is found, then do the following:

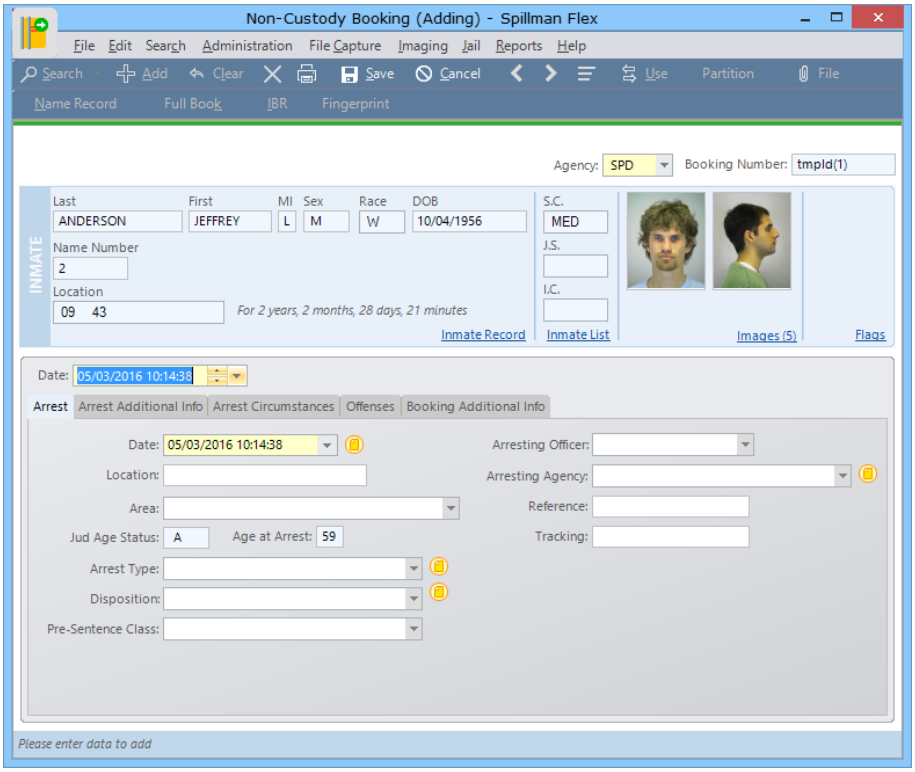
     – Verify the individual's information and make any modifications or updates as necessary. Click **Accept** to save any changes.

     – Click the **Xnames** button to open the Extra Name Information screen. Verify the individual's information and make any modifications or updates as necessary. Click **Accept** to save any changes.

     – Click **Exit** to return to the Names screen.

  - Click **Use** to return to the Inmate Quick Search screen. Confirm that the desired individual is listed and highlighted.
  - Click **Select Inmate** to open the Non-Custody Booking screen and start the Non-Custody Booking record.
- If the desired individual is not found, then a message box opens asking whether to create a new record. Do the following:
  - Click **Yes** to add a new record.
  - Complete the Name record with all known and required information, and then click **Accept** to save the record.
  - Click **Xnames** to open the Extra Information screen. Add any additional name information as necessary, and then click **Accept** to save the information.
  - Click **Exit** to return to the Names screen.
  - Click **Use** to return to the Inmate Quick Search screen.
  - Confirm that the desired individual is listed and highlighted. Click **Select Inmate** to open the Non-Custody Booking screen and start the Non-Custody Booking record.

The Non-Custody Booking screen opens with the information from the Names screen.



7. Complete the appropriate tabs. See "Using the tabs on the Non-Custody Booking screen" on page 90.

Buttons on the Non-Custody Booking screen

The Non-Custody Booking screen contains the following buttons.

Button	Description
Name Record	Opens the Name record attached to the current Non-Custody Booking record.
Full Booking	Converts the current Non-Custody Booking into a Full Booking record. For more information on converting a Non-Custody Booking record into a Full Booking, see "Changing a Non-Custody Booking record into a Full Booking record" on page 100.

Button	Description
IBR	Transfers the current Non-Custody Booking record information to the IBR Arrest screen.
Fingerprint	Sends data to a LiveScan machine. This button works only if your agency uses the LiveScan Fingerprint Interface and your SAA has enabled the button.

Using the tabs on the Non-Custody Booking screen

Use the tabs on the Non-Custody Booking screen to add and view additional information associated with the Non-Custody Booking record. The Non-Custody Booking screen contains the following tabs:

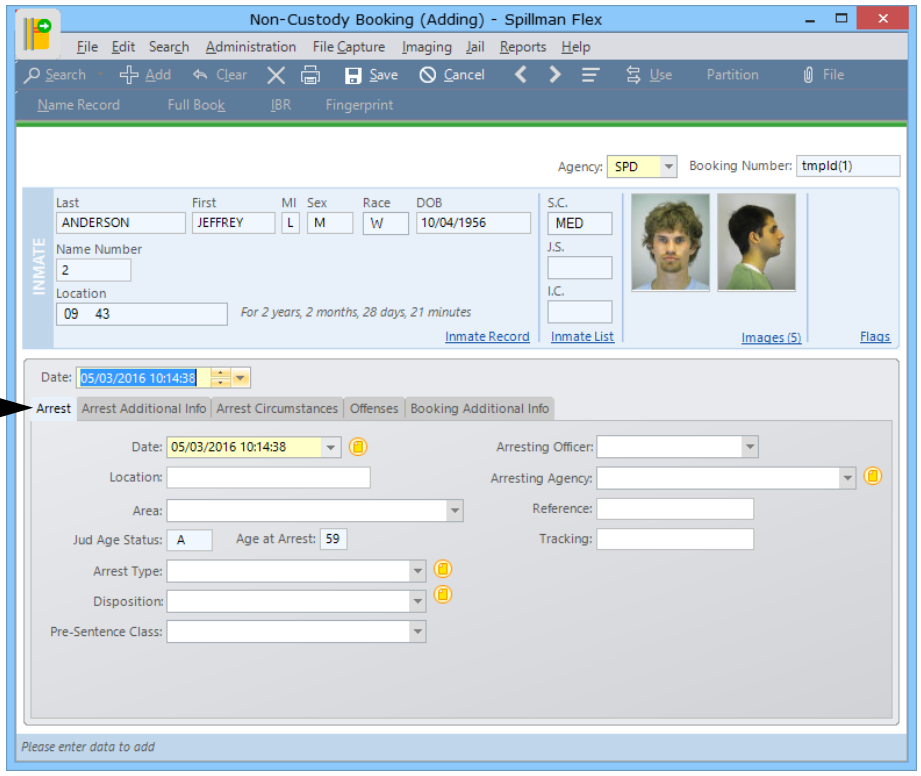
- **Arrest**, see page 90.
- **Arrest Additional Info**, see page 94.
- **Arrest Circumstances**, see page 95.
- **Offenses**, see page 96.
- **Booking Additional Info**, see page 99.

Adding arrest information

Use the **Arrest** tab to enter arrest information associated with the booking.

To add arrest information:

1. From the Non-Custody Booking screen, click the **Arrest** tab.



2. Complete the appropriate fields. For field descriptions, see "Fields on the Arrest tab" on page 91.
3. Click **Save** to save the record.

Fields on the Arrest tab

The **Arrest** tab contains the following fields.

Date

Enter the time and date the person was arrested. Do not enter a future time and date.

Location

Enter the place where the person was arrested, such as a street address or the name of a building.

Area

Enter the code for the area in which the person was arrested, or select an arrest area from the drop-down list.

Jud Age Status

View-only field. Displays the person's judicial age based on the **Age at Arrest** field.

Age at Arrest

View-only field. Displays the person's age according to the date of birth entered in the person's Name record. If the age is incorrect, then modify the **DOB** field in the person's Name record.

Arrest Type

Enter a code for the type of arrest, such as **CUS** for Custody Arrest, or select a code from the drop-down list.

Disposition

Enter the code for the disposition of the arrest, or select a code from the drop-down list.

Pre-Sentence Class

Enter the pre-sentence classification, such as **Protective Custody** or **Probationary Hold**, or select a classification from the drop-down list.

Arresting Officer

Enter the name of the arresting officer, or select a name from the drop-down list.

Arresting Agency

Use this field to indicate the agency responsible for the arrest. This field is populated based on the name code entered in the **Arresting Officer** field. If

necessary, enter the agency code for another agency, or select another agency from the drop-down list.

> **CAUTION**
>
> Make sure the **Arresting Agency** field contains the agency that performed the arrest. IBR/UCR reporting attributes the arrest to the agency entered in this field.

Reference

Enter the value determined by your agency for this field, such as the number assigned to the state fingerprint card or the criminal history number.

Tracking

Use this field to connect records to third-party software, such as LiveScan. Depending on your agency's settings, a tracking number is automatically populated, or a tracking number can be entered manually.

If your SAA has configured the software to generate a tracking number, then a confirmation prompt box opens when either of the following occurs:

- The **Add** button on the Arrest screen is clicked and the arrestee's name is selected.
- A new Arrest record is added and the name of the officer is entered in the **Arresting Officer** field.

To have a generated number entered into the field, click **Yes**. When the Arrest record is saved, a tracking number is assigned. The tracking number is saved only when the Arrest record is saved. If the Arrest record is not saved, then the tracking number is not used.

To leave the **Tracking** field blank, click **No**.

> **NOTE**
>
> Once **No** has been clicked, click the **Assign Autotron** button on the Arrest screen toolbar to add a tracking number.

One of the following messages might be displayed:

- If your agency has a small number of tracking numbers left to assign, then a message similar to the following opens:

  `You are getting low on auto tracking numbers. Number left. Please contact your system administrator.`

  where *number* is the number of tracking numbers left.

- If your agency has no tracking numbers left to assign, then a message similar to the following opens:

  ```
  You have run out of auto assigned tracking numbers.
  Please contact your administrator to obtain more
  tracking numbers.
  ```

  Enter a tracking number manually, or modify the record once your SAA adds more tracking numbers.

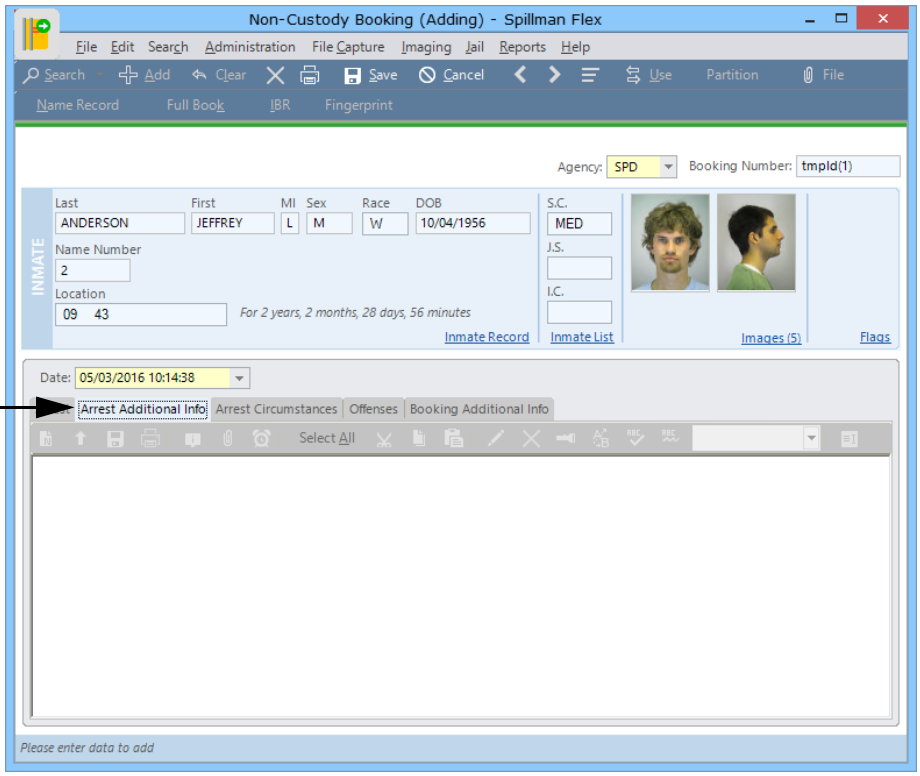
Click **OK** to close the message box.

Adding additional arrest information

Use the **Arrest Additional Info** tab to add additional arrest information, such as the arrest narrative.

To add additional arrest information:

1. From the Non-Custody Booking screen, click the **Arrest Additional Info** tab.



Arrest Additional Info tab

2. Add additional arrest information as needed. Enter notes as free text in the text editor, or use available templates. For more information

on using the text editor or selecting a template, see the *Jail Management User Manual*.

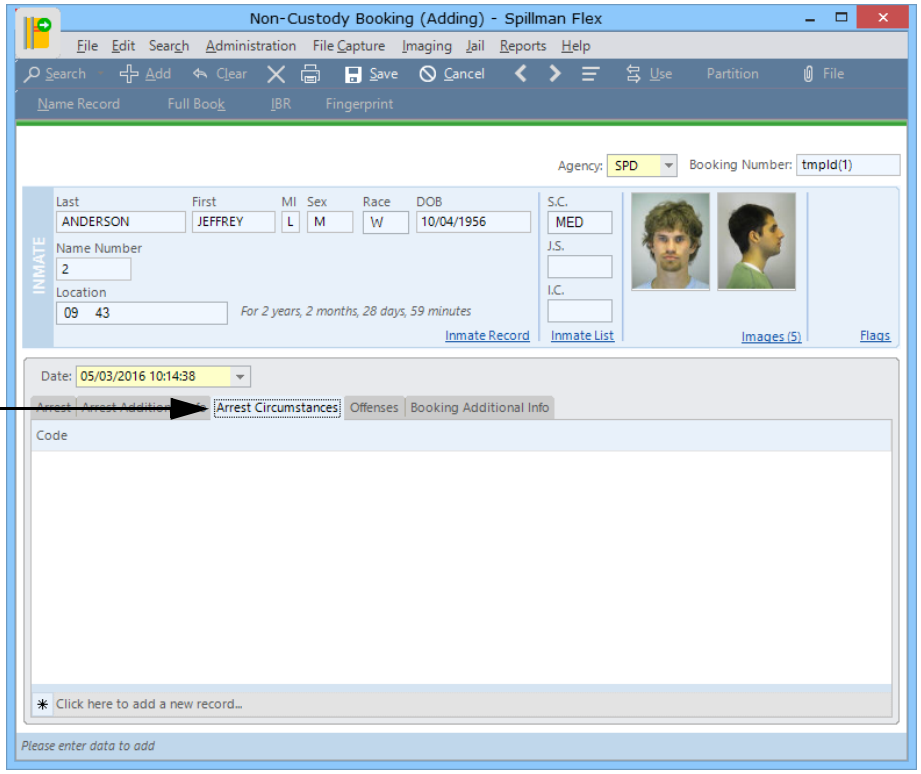
3. Click **Save** to save the record.

Adding arrest circumstance information

Use the **Arrest Circumstances** tab to enter any circumstances surrounding the arrest, including important information for IBR/UCR reporting.

To add arrest circumstance information:

1. From the Non-Custody Booking screen, click the **Arrest Circumstances** tab.



Arrest Circumstances tab

2. Click the **Click here to add a new record** button.
3. Enter the code for the arrest circumstance, or select a code from the drop-down list.
4. Repeat steps 2–3 to add more codes, if needed.
5. Click **Save** to save the record.

Removing arrest circumstance information

Use the **Arrest Circumstances** tab to remove any arrest circumstance information that is no longer needed.

To remove arrest circumstance information:

1. From the Non-Custody Booking screen, click the **Arrest Circumstances** tab.
2. Right-click the row for the code, and then click **Delete Row**.

   The Delete Row dialog box opens, prompting confirmation of the deletion.
3. Click **Yes** to delete the code.
4. Click **Save** to save the record.

Adding offense information

Use the **Offenses** tab to open, view, attach, or create any Offense records that are associated with the Non-Custody Booking record. If necessary, a link between an Offense record and the Non-Custody Booking record can be removed.

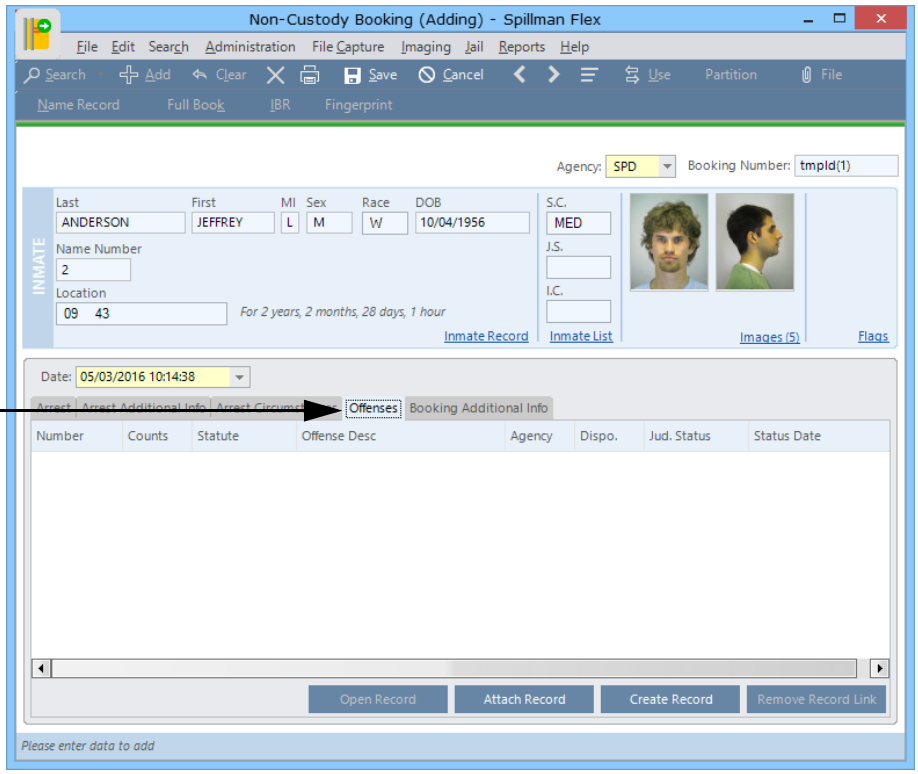
Creating an Offense record from the Offenses tab

Create an Offense record directly from the Non-Custody Booking screen by using the **Offenses** tab. This can be beneficial if the Non-Custody Booking record has multiple offenses associated with it.

> **NOTE**
>
> Offense records can also be created directly using the Offense screen. For more information, see "Adding an Offense record" on page 118.

To add offense information to a Non-Custody Booking record:

1. From the Non-Custody Booking screen, click the **Offenses** tab.



2. Click the **Create Record** button.

   The Offense screen opens in a new window.

3. Complete the appropriate fields. For more information on completing the Offense screen, see "Adding an Offense record" on page 118.

4. Click **Save**.

5. Close the Offense screen.

6. Repeat steps 2–5 to add additional offenses, as necessary.

   Basic offense information is displayed on the **Offenses** tab on the Non-Custody Booking screen.

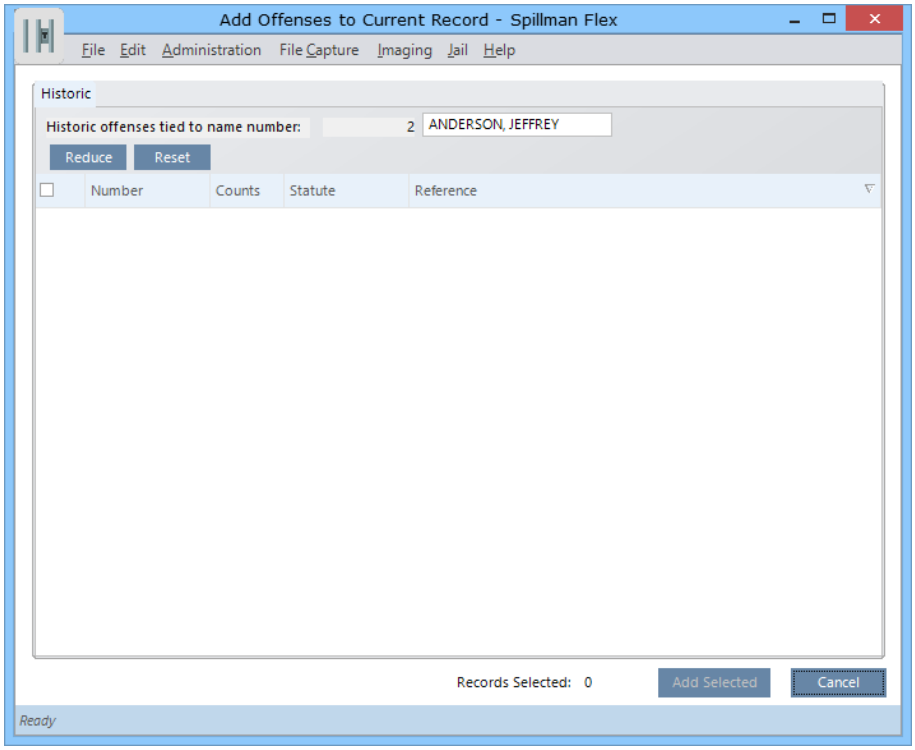
Attaching an existing Offense record using the Offenses tab

If there is an existing Offense record that is not already associated with the Non-Custody Booking record, then attach the Offense record by using the **Offenses** tab on the Non-Custody Booking screen.

To attach an existing Offense record using the **Offenses** tab:

1. With the Non-Custody Booking screen open, click the **Offenses** tab.
2. Click the **Attach Record** button.

   The Add Offenses to Current Record screen opens.



   The Add Offenses to Current Record screen displays all historic Offense records that are associated with the person's Name record. A check mark is displayed next to each Offense record that is already associated with the Non-Custody Booking record.

3. Select the check box next to any Offense record to attach to the current Non-Custody Booking record.
4. Click the **Add Selected** button.

   The Add Offenses to Current Record screen closes. To view the Offense records, click the **Offenses** tab.

Removing an Offense record link from the Offenses tab

Use the **Offenses** tab to remove a link between the Non-Custody Booking record and an Offense record. When a link is removed, the Offense record is not deleted. Removing the link shows that the Offense record is not associated with the Non-Custody Booking record. However, the Offense record maintains its association with the Name record.

To remove an Offense record link from the **Offenses** tab:

1. With the Non-Custody Booking screen open, click the **Offenses** tab.
2. From the list of Offense records, select the Offense record to remove.
3. Click the **Remove Record Link** button.

   The Offense record is removed from the list.

Opening an Offense record from the Offenses tab

The full Offense record can be accessed directly from the Non-Custody Booking screen using the **Offenses** tab.

To open an Offense record from the **Offenses** tab:

1. With the Non-Custody Booking screen open, click the **Offenses** tab.
2. From the list of Offense records, select the desired Offense record.
3. Click the **Open Record** button.

   The Offenses screen opens in a new window.

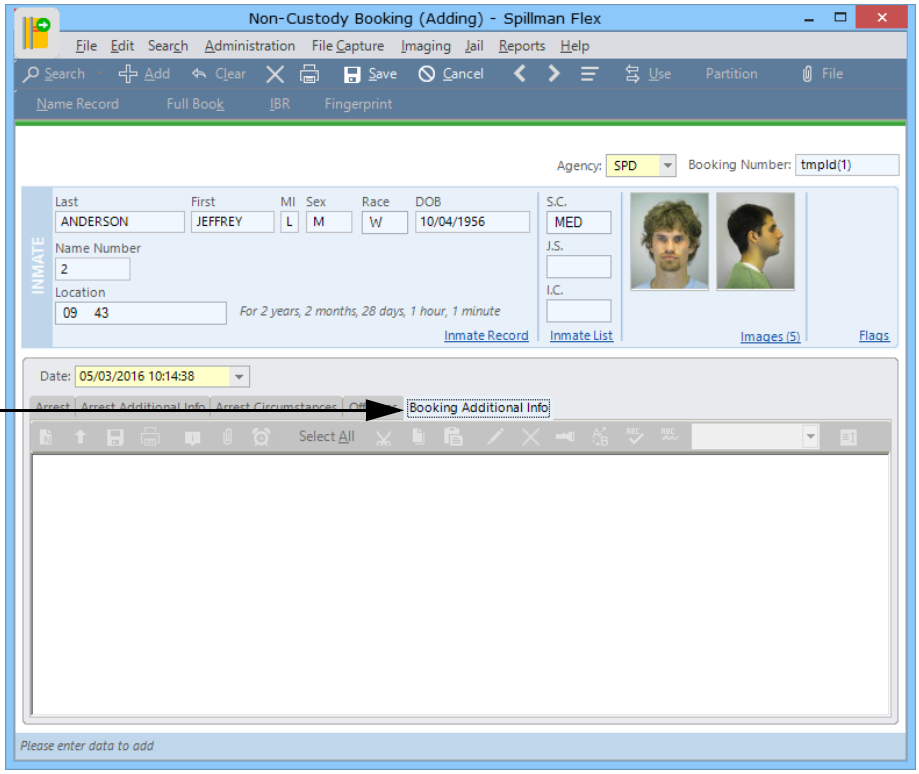
Adding additional booking information

Use the **Booking Additional Info** tab to add additional booking information. Enter information directly into the **Booking Additional Info** tab or click the **Text Editor** button to open the text editor.

To add additional booking information:

1. From the Non-Custody Booking screen, click the **Booking Additional Info** tab.

The Booking Additional Info tab is displayed.



Booking Additional Info tab

2. Enter any additional booking information as appropriate. For more information, see the *Jail Management User Manual*.
3. Click **Save** to save the record.

Changing a Non-Custody Booking record into a Full Booking record

If necessary, the information from a Non-Custody Booking record can be changed into a Full Booking record.

To change a Non-Custody Booking into a Full Booking record:

1. Open the Non-Custody Booking screen.
2. Click the **Search** button.
3. Enter search criteria for the desired booking, and then click **Submit**.
4. Once the search is complete, click the **List** button.

   The list screen opens.

5. Select the Non-Custody Booking record to change to a Full Booking record.

   The Non-Custody Booking screen updates with the selected record's information.

6. Close the list screen.
7. Click the **Full Book** button.

> **NOTE**
>
> If the **Full Book** button is unavailable, then contact your SAA.

   The Start Booking screen opens.

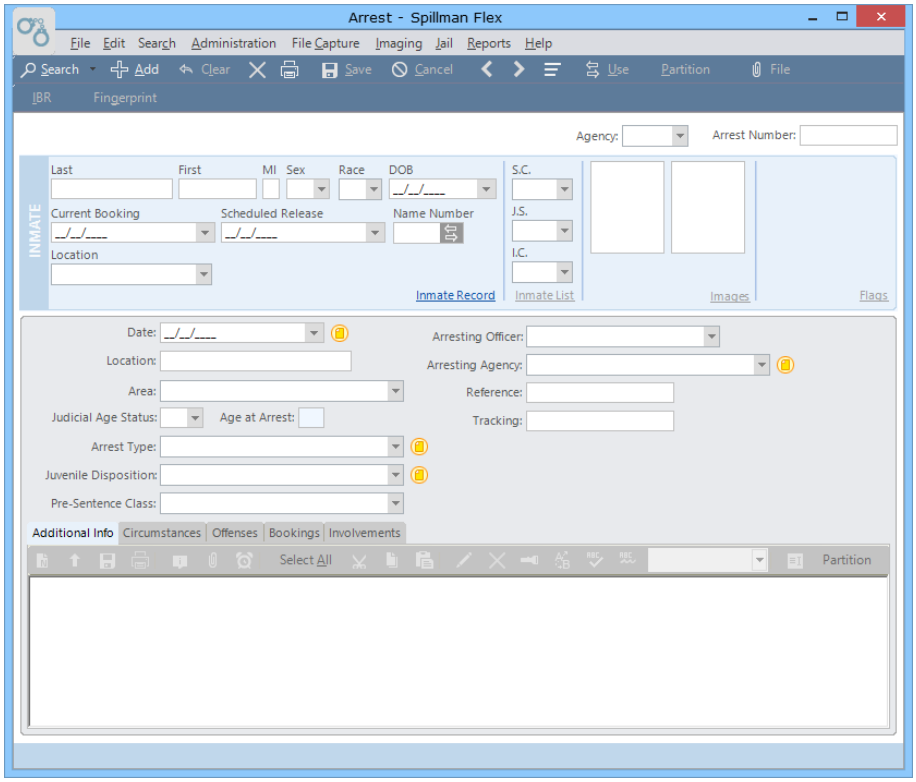
8. Continue with the full booking process. For information on the full booking process, see the *Jail Management User Manual*.

Adding Arrest Records

Use the Arrest screen to enter an Arrest record for each arrest associated with a booking. Once an Arrest record has been created, enter the Offense records associated with the arrests.

> **NOTE**
>
> When a Non-Custody Booking record is added, information entered on the **Arrest** and **Offenses** tabs is used to create Arrest and Offenses records in Flex. Therefore, depending on your agency's policies, it might not be necessary to add separate Arrest or Offenses records. For more information, see the *Jail Management User Manual*.

For more information, see "Adding Offense Records" on page 117.



Adding an Arrest record

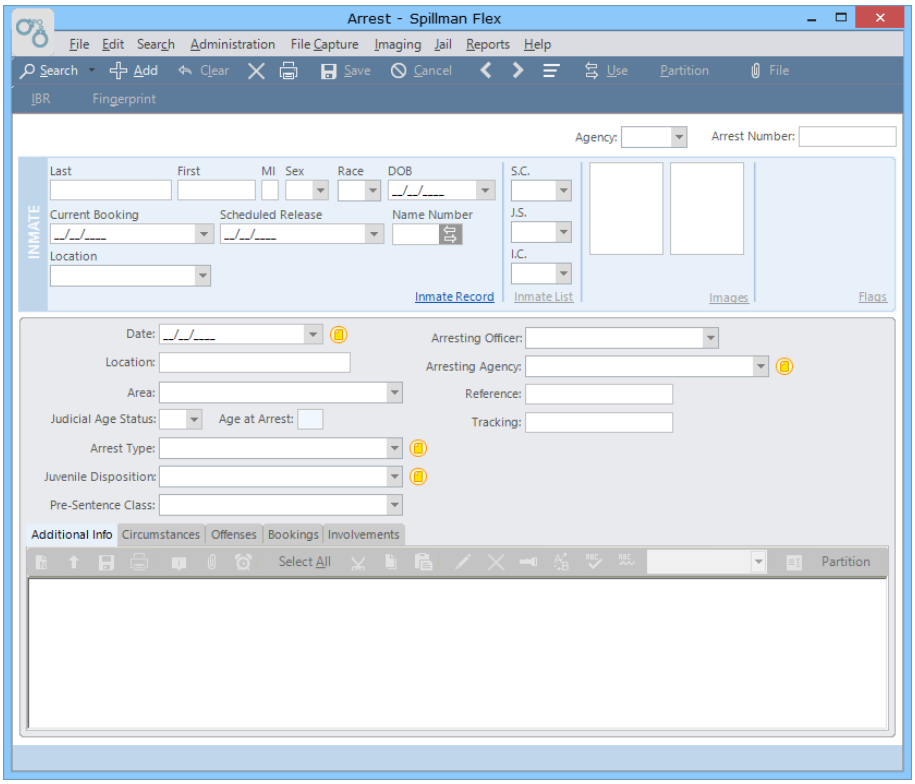
To add an Arrest record:

1. Do one of the following:

– At the command line, enter **`arrest`**.

– From the Tree Menu, select
Law Enforcement Records Menu > **Arrest**.

The Arrest screen opens.



2. Click **Add**.
3. Complete the appropriate fields. For more information, see "Fields on the Arrest screen" on page 103.
4. Complete the appropriate tabs. For more information, see "Using the Arrest screen tabs" on page 108.
5. Click **Save** to save the record.

Fields on the Arrest screen

The Arrest screen contains the following fields.

Agency

Enter the code of the agency that controls the Arrest record. By default, your agency is populated. If necessary, select a different agency from the drop-down list. This field is required.

Arrest Number

View-only field. Displays the unique, identifying record number for the arrest.

Date

Enter the time and date the person was arrested. Do not enter a future time and date. This field is required.

Location

Enter the place where the person was arrested, such as a street address or the name of a building. If a location is entered in this field, then the location is populated in the **Location** field on the Offense screen.

Area

Enter the code for the area in which the person was arrested, or select an arrest area from the drop-down list. If an area is entered in this field, then the area is populated in the **Area** field on the Offense screen.

Judicial Age Status

View only field. Displays the person's judicial age, based on the age of the inmate in the **Age at Arrest** field. Displays `A` for adult or `J` for juvenile. This field is required for IBR/UCR reporting.

Age at Arrest

View-only field. Displays the person's age, according to the date of birth entered in the person's Name record. If the age is incorrect, then modify the **DOB** field in the person's Name record.

Arrest Type

Enter a code for the type of arrest, such as **`CUS`** for Custody Arrest, or select an arrest type from the drop-down list. This field is required.

Juvenile Disposition

Enter the code for the disposition of the arrest, or select a juvenile disposition type from the drop-down list. This field is required for IBR/UCR reporting.

Pre-Sentence Class

Enter the code for the pre-sentence classification, such as **PC** for Protective Custody, or select a pre-sentence classification from the drop-down list.

Arresting Officer

Enter the name code for the arresting officer, or select a name from the drop-down list.

Arresting Agency

Displays the agency responsible for the arrest, based on the value in the **Arresting Officer** field. If necessary, select another agency from the drop-down list.

> **CAUTION**
>
> This field must contain the agency that is responsible for the arrest so that IBR/UCR reports are accurate.

Reference

Enter any other useful reference numbers, such as an outside agency's case number.

Tracking

Use this field to connect records to third-party software, such as LiveScan. Your SAA can configure the software to generate a tracking number, or a tracking number can be entered manually.

If your SAA has configured the software to generate a tracking number, then a confirmation prompt box opens when either of the following occurs:

- The **Add** button on the Arrest screen is clicked and the arrestee's name is selected.
- A new Arrest record is added and the name of the officer is entered in the **Arresting Officer** field.

To have a generated number entered into the field, click **Yes**. When the Arrest record is saved, a tracking number is assigned. The tracking number is saved only when the Arrest record is saved. If the Arrest record is not saved, then the tracking number is not used.

One of the following messages might be displayed:

- If your agency has a small number of tracking numbers left to assign, then a message similar to the following opens:

  `You are getting low on auto tracking numbers. Number left. Please contact your system administrator.`

  where *number* is the number of tracking numbers left.

- If your agency has no tracking numbers left to assign, then a message similar to the following opens:

  `You have run out of auto assigned tracking numbers. Please contact your administrator to obtain more tracking numbers.`

  Enter a tracking number manually, or modify the record once your SAA adds more tracking numbers.

To leave the **Tracking** field blank, click **No**.

Click **OK** to close the message box.

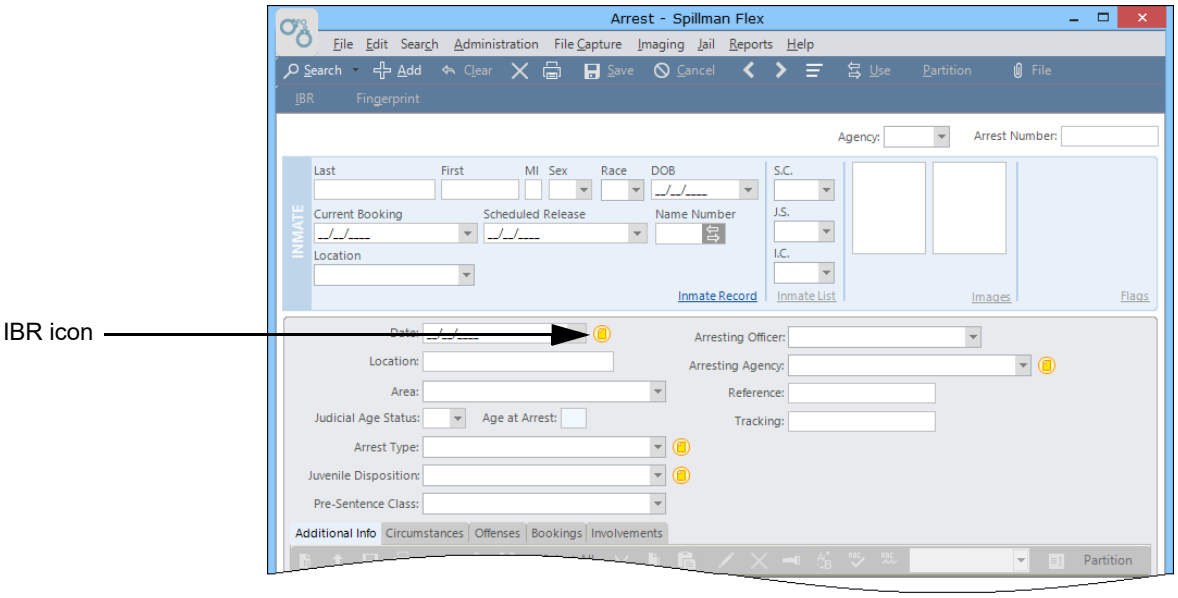
Required fields for IBR or UCR

If your agency uses Incident-Based Reporting (IBR) or Uniform Crime Reporting (UCR) reporting, then your SAA can configure the software to identify any required fields. An icon is displayed after each required field.

> **NOTE**
>
> The IBR and UCR icons do not change based on a specific statute. Contact your SAA about which fields are required for your agency's reporting.

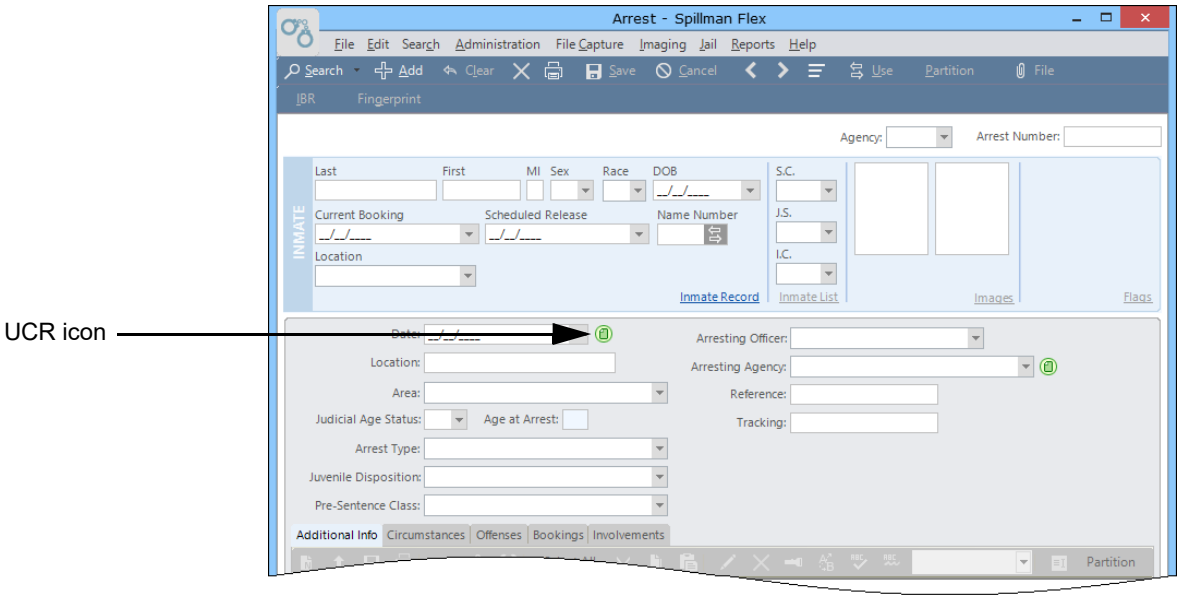
Fields for IBR reporting on the Arrest screen

Your administrator can configure the software so an icon is displayed next to fields required for IBR on the Arrest screen.



Fields for UCR reporting on the Arrest screen

Your administrator can configure the software so an icon is displayed next to fields required for UCR on the Arrest screen.



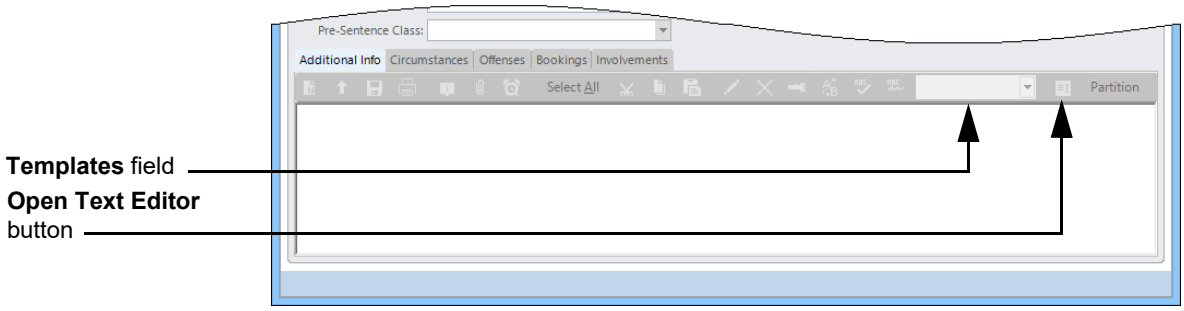
Using the Arrest screen tabs

Use the tabs on the Arrest screen to add and view additional information associated with the Arrest record. The Arrest screen contains the following tabs:

- **Additional Info**, see page 109.
- **Circumstances**, see page 109.
- **Offenses**, see page 109.
- **Bookings**, see page 112.
- **Involvements**, see page 114.

Adding additional information on the Arrest screen

Use the **Additional Info** tab to add additional arrest information, such as the arrest narrative. Enter the information directly into the **Additional Info** tab or click the **Open Text Editor** button to open the text editor.



If your agency uses templates or application cue cards, then a list of available templates is available in the **Templates** field.

For additional information on using the text editor, see the *Jail Management User Manual*.

Adding arrest circumstances on the Arrest screen

Use the **Circumstances** tab to enter any circumstances surrounding the arrest. Enter as many circumstance codes as necessary.

To add a circumstance code to the Arrest record:

1. With the Arrest screen open, click the **Circumstances** tab.

   The **Circumstances** tab is displayed.

2. Click the **Click here to add a new record** button.
3. Enter the code for the circumstance, or select a code from the drop-down list.
4. Click **Save**.

Using the Offenses tab on the Arrest screen

Use the **Offenses** tab to open, attach, and create any Offense records that are associated with current Arrest record, if any. If necessary, a link between an Offense record and the Arrest record can be removed.

Creating an Offense record from the Arrest screen

An Offense record can be created directly from the Arrest screen by using the **Offenses** tab. This can be beneficial if the Non-Custody Booking record has multiple arrests associated with it and the Offense record needs to be attached directly to a specific Arrest record.

> **NOTE**
>
> Offense records can be created directly using the Offense screen. If the Non-Custody Booking record has multiple Arrest records associated with it, then a prompt is displayed, asking which Arrest record to associate with the new Offense record. For more information, see "Adding Offense Records" on page 117.

To add an Offense record using the **Offenses** tab:

1. With the Arrest screen open, click the **Offenses** tab.

   The **Offenses** tab is displayed.

2. Click the **Create Record** button.

   The Offense screen opens.

3. Create the Offense record. For more information on creating an Offense record, see "Adding Offense Records" on page 117.

4. Click **Save** to save the Offense record, and then click the **Use** button.

   The Offense screen closes. To view the Offense record, open the **Offenses** tab.

Attaching an existing Offense record from the Arrest screen

If there is an existing Offense record that is not already associated with the Arrest record, then use the **Offenses** tab on the Arrest screen to attach it.

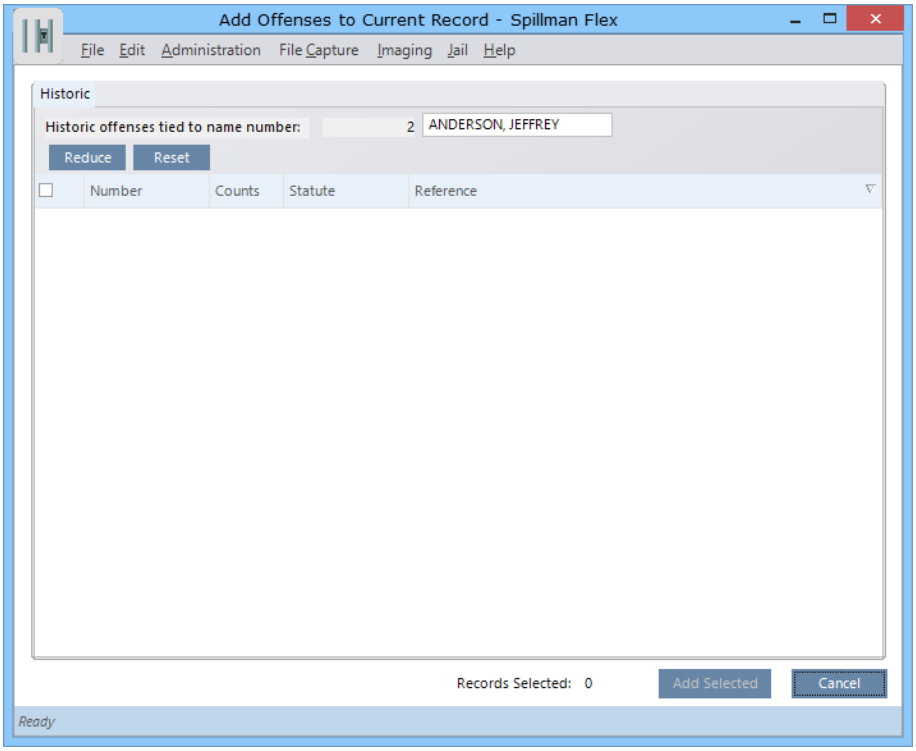
To attach an existing Offense record to the Arrest record using the **Offenses** tab:

1. With the Arrest screen open, click the **Offenses** tab.

   The **Offenses** tab is displayed.

2. Click the **Attach Record** button.

The Add Offenses to Current Record screen opens.



The Add Offenses to Current Record screen displays all historic Offense records that are associated with the person's Name record. A check mark is displayed next to each Offense record that is already associated with the Arrest record.

3. Select the check box next to any Offense record to attach it to the current Arrest record.
4. Click the **Add Selected** button.

   The Add Offenses to Current Record screen closes. To view the Offense record, open the **Offenses** tab.

Removing an Offense record link from the Arrest screen

Use the **Offenses** tab to remove a link between the Arrest record and an Offense record. When a link is removed, the Offense record is not deleted. Removing the link shows that the Offense record is not associated with the Arrest record. However, the Offense record maintains its association with the Name record.

To remove a link between an Offense record and the Arrest record:

1. With the Arrest screen open, click the **Offenses** tab.

   The **Offenses** tab is displayed.

2. From the list of Offense records, select the Offense record to remove.
3. Click the **Remove Record Link** button.

   The Offense record is removed from the list.

Opening an Offense record from the Arrest screen

Use the **Offenses** tab to access the full Offense record directly from the Arrest screen.

To open an Offense record from the Arrest screen:

1. With the Arrest screen open, click the **Offenses** tab.

   The **Offenses** tab is displayed.
2. Select the desired Offense record.
3. Click the **Open Record** button.

   The Offense screen opens in a separate window.

Using the Bookings tab on the Arrest screen

From the **Bookings** tab, Booking records associated with the current Arrest record can be viewed, if any. Booking records can also be opened and attached. If necessary, a link between the Booking record and the Arrest record can be removed.

Attaching an existing Booking record from the Arrest screen

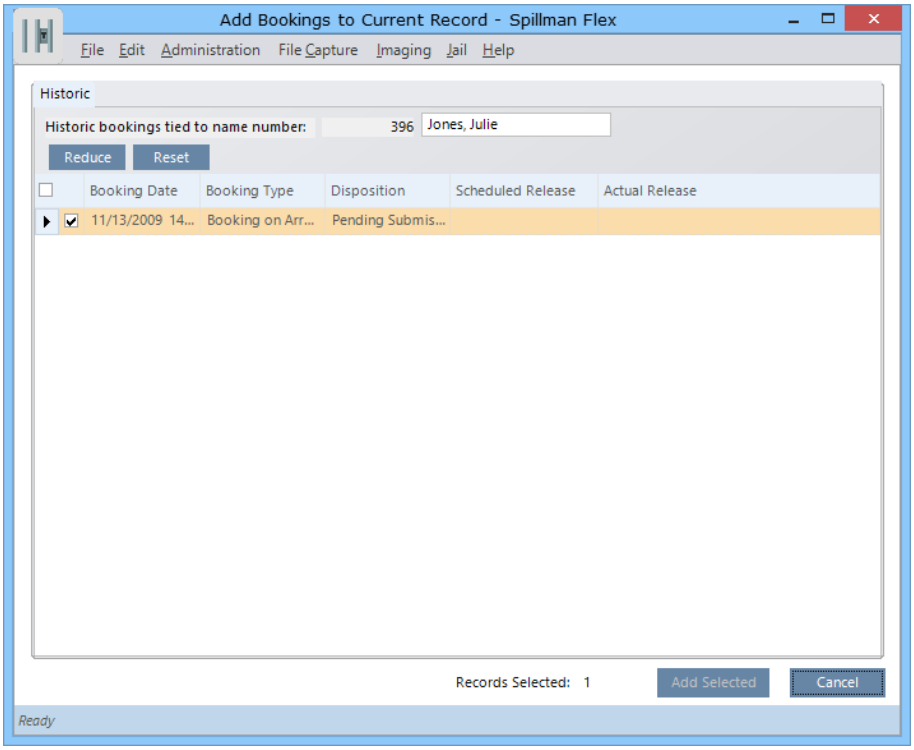
If there is an existing Booking record that is not already associated with the Arrest record, then the Booking record can be attached to the Arrest record. An Arrest record can be attached to only one Booking record. However, if the link is removed, then the Arrest record can be attached again.

To attach an Arrest record to an existing Booking record using the **Bookings** tab:

1. With the Arrest screen open, click the **Bookings** tab.

   The **Bookings** tab is displayed.
2. Click the **Attach Record** button.

The Add Bookings to Current Record screen opens.



The Add Bookings to Current Record screen displays all historic Booking records that are associated with the person's Name record. A check mark is displayed next to the Booking record that is already associated with the Arrest record.

3. Select the check box next to the desired Booking record to attach it to the current Arrest record.
4. Click the **Add Selected** button.

   The Add Bookings to Current Record screen closes. To view the Booking record, open the **Bookings** tab.

Removing a Booking record link from the Arrest screen

Use the **Bookings** tab to remove a link between the Arrest record and a Booking record. When a link is removed, the Booking record is not deleted. Removing the link shows that the Booking record is not associated with the Arrest record. The Booking record maintains its association with the Name record.

To remove a link between a Booking record and the Arrest record:

1. With the Arrest screen open, click the **Bookings** tab.

The **Bookings** tab is displayed.

2. Select the desired record.
3. Click the **Remove Record Link** button.

   The Booking record is removed from the list.

Opening a Booking record from the Arrest screen

The Full Booking record can be accessed directly from the Arrest screen using the **Bookings** tab.

To open a Booking record from the Arrest screen:

1. With the Arrest screen open, click the **Bookings** tab.

   The **Bookings** tab is displayed.
2. Select the desired record.
3. Click the **Open Record** button.

   The Booking screen opens in a separate window.

Using the Involvements tab on the Arrest screen

From the **Involvements** tab, Involvement records can be viewed that are associated with the current Arrest record, if any. Involvements can be viewed in a standard list format or using Visual Involvements.

> **NOTE**
>
> Depending on how your administrator has configured your system, an Involvement record can be automatically created between the arrestee's Name record and the arrestee's Arrest records.

Viewing Visual Involvements from the Arrest screen

Involvement records can be viewed in a visual format by using Visual Involvements.

To view Visual Involvements from the Arrest screen:

1. With the Arrest screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.
2. Click the **Visual Involvements** button.

   The Visual Involvements screen opens.

For more information on using Visual Involvements, see the *Jail Management User Manual*.

Adding an Involvement record from the Arrest screen

Involvement records can be added directly from the Arrest screen, if necessary. For more information on adding an Involvement, see the *RMS User Manual*.

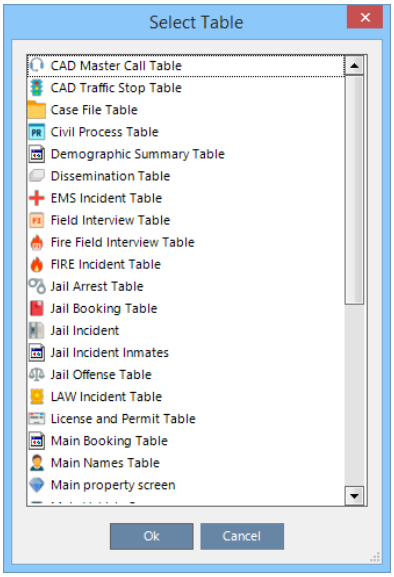
To add an Involvement record from the Arrest screen:

1. With the Arrest screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.

2. Click the **Add Involvement** button.

   The Select Table dialog box opens.



3. Select the desired table and then click **OK**.

   A new involvement line is added to the list on the **Involvements** tab.

4. In the **Record Number** field, do one of the following:

   – If the record number is unknown, then click the **Use** button to open the screen that contains the record which will be linked. Find the desired record, and then click the **Use** button to transfer the data to the involvement and close the screen.

   – If the record number is known, then enter the record number, and then press Enter.

   The completed Involvement record is displayed.

Deleting an Involvement record from the Arrest screen

With the necessary privileges, Involvement records can be deleted from the Arrest screen. The record that is involved with the Arrest record is not deleted, but the association between the two records is removed.

> **NOTE**
>
> Only manually created involvements can be deleted. Any involvements that were automatically generated by the software cannot be deleted.

To delete an involvement from the Arrest screen:

1. With the Arrest screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.
2. Select the desired record.
3. Click the **Delete Involvement** button.

   The involvement between the two records is deleted.

Opening an Involvement record from the Arrest screen

Records involved with the Arrest record can be opened directly from the Arrest screen.

To open an Involvement record from the Arrest screen:

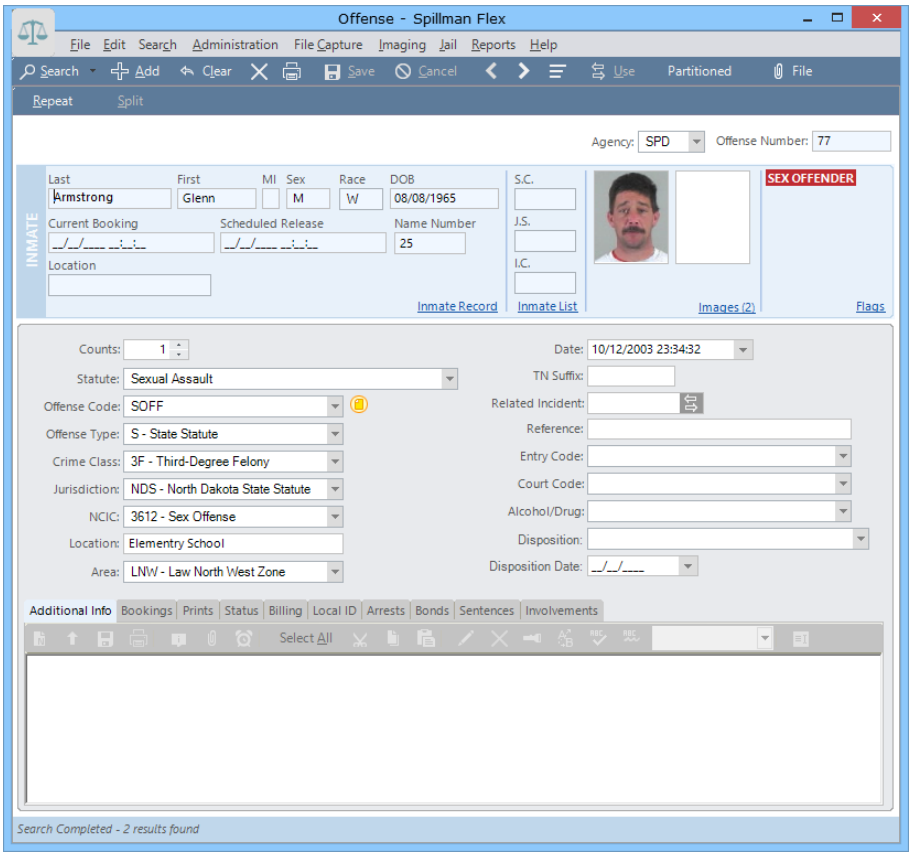
1. With the Arrest screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.
2. Select the desired record.
3. Click the **Open Involvement** button.

   The selected record is displayed.

Adding Offense Records

From the Offense screen, Offense records that are associated with the Booking record can be created. Multiple Offense records can be associated with a Booking record.



NOTE

When a Non-Custody Booking record is added, information entered on the **Arrest** and **Offenses** tabs is used to create Arrest and Offenses records in Flex. Therefore, depending on your agency's policies, it might not be necessary to add separate Arrest or Offenses records. For more information, see the *Jail Management User Manual*.

Each Offense record references the corresponding Arrest record. Therefore, Arrest records should be added before Offense records. In the case of an individual with multiple Arrest records, specify which Arrest record to associate with the new Offense records.

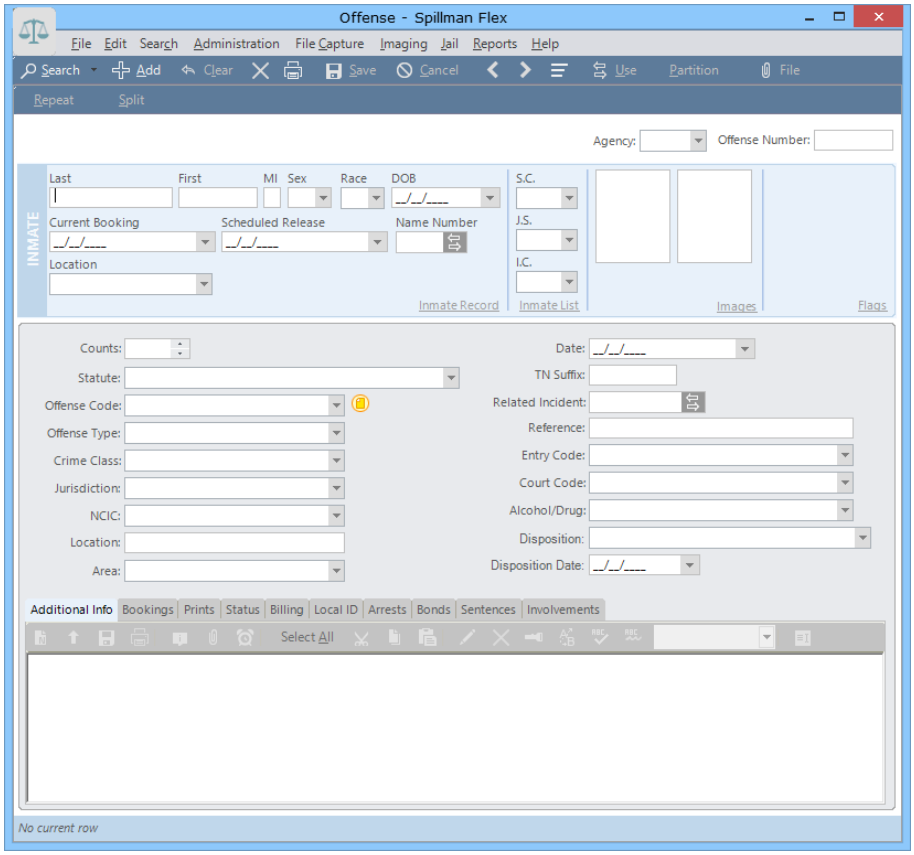
From the Offense screen, Booking, Fingerprints, Billing, Arrests, Bonds, Sentences, and Involvement records, as well as Status and Local ID detail records, can be created. For more information, see "Using the Offense screen tabs" on page 126.

Adding an Offense record

To add an Offense record:

1. Do one of the following:
   - From the command line, enter **`jloffense`**.
   - From the Tree Menu, select **Law Enforcement Records Menu** > **Offense**.

   The Offense screen opens.



2. Click **Add**.

3. Complete the appropriate fields. For more information, see "Fields on the Offense screen" on page 119.
4. Click **Save**.

   If the inmate has multiple Arrest, Bond, or Sentence records attached to the Booking record, then the Attach to Offense screen opens.
5. Select the check boxes for each record to attach to the Offense record.
6. Click **OK**.

   The Offense record is saved, and a link is created to the selected Arrest, Bond, or Sentence records. The Attach to Offense screen closes.

Fields on the Offense screen

The Offense screen contains the following fields.

`Agency`

Enter the agency code for the agency that controls the Offense record. By default, your agency is populated. If necessary, select a different agency from the drop-down list. This field is required.

`Offense Number`

View-only field. Displays the unique, identifying record number for the offense.

`Counts`

Enter the number of times the offense was committed within the incident. The number entered must be greater than zero.

`Statute`

Enter the statute number for the offense, or select the statute number from the drop-down list. After the statute number is entered, the information in the **Offense Type, Crime Class**, and **Jurisdiction** fields is populated. This field is required.

> **NOTE**
>
> If your SAA has configured the software to do so, then a Holds record is created when certain statutes are entered. For more information, see the *Jail Management User Manual*.

Offense Code

Enter the code for the offense committed, or select an offense code from the drop-down list. When a statute is entered in the **Statute** field, the code for the offense is populated. This field is required.

Offense Type

Enter the code for the type of offense committed, such as **C** for County Ordinance, or select an offense type from the drop-down list. When a statute is entered in the **Statute** field, the code for the offense type is populated. This field is required.

Crime Class

Enter the code for the classification of a crime, such as **1F** for First-Degree Felony, or select a code from the drop-down list. When a statute is entered in the **Statute** field, the code for the crime classification is populated.

Jurisdiction

Enter the code for the jurisdiction responsible for the offense, or select a code from the drop-down list. When a statute is entered in the **Statute** field, the code for the jurisdiction is populated. This field is required.

Location

Enter the location where the offense took place. If the Offense record is being added from the Arrest screen, and a location was entered in the **Location** field on the Arrest screen, then this field is automatically populated.

Area

Enter the code for the area where the offense took place. If the Offense record is being added from the Arrest screen, and an area was entered in the **Area** field on the Arrest screen, then this field is automatically populated.

Date

Enter the date and time that the offense occurred, or select a date from the drop-down calendar.

TN Suffix

If your agency uses tracking numbers with suffixes, then enter the suffix of the tracking number from the Arrest screen. The suffix is used to track multiple charges.

NCIC

Enter the NCIC classification for the offense, or select an NCIC classification from the drop-down list.

Reference

Enter any other useful reference numbers, such as an outside agency's case number.

Related Incident

Enter the record number of the Law Incident record associated with the arrest. If the record number is unknown, or if the Law Incident record does not yet exist, then click the **Use** button to go to the Law Incident table. Search for the record. If it does not exist, then create it. With the desired record open, click the **Use** button to return to the Offense screen. The Law Incident Number is populated in the **Related Incident** field.

> **NOTE**
>
> When a Law Incident record is entered in the **Related Incident** field, an involvement between the Law Incident record and the Offense record or Booking record is not created. For information about how to manually create an involvement between the Law Incident record and the Offense record or Booking record, see the *RMS User Manual*.

Entry Code

Enter the type of arrest entry for the offense, or select an entry code from the drop-down list.

Court Code

Enter the court code for the court that has jurisdiction over this case, or select a court code from the drop-down list.

Alcohol/Drug

If any alcohol or drug was involved in the incident, then enter the degree of influence, or select a code from the drop-down list.

Disposition

Enter the code for the current disposition of the offense, or select a code from the drop-down list.

Disposition Date

Enter the date and time the disposition was assigned to the Offense record, or select a date from the drop-down calendar.

Required fields for IBR or UCR

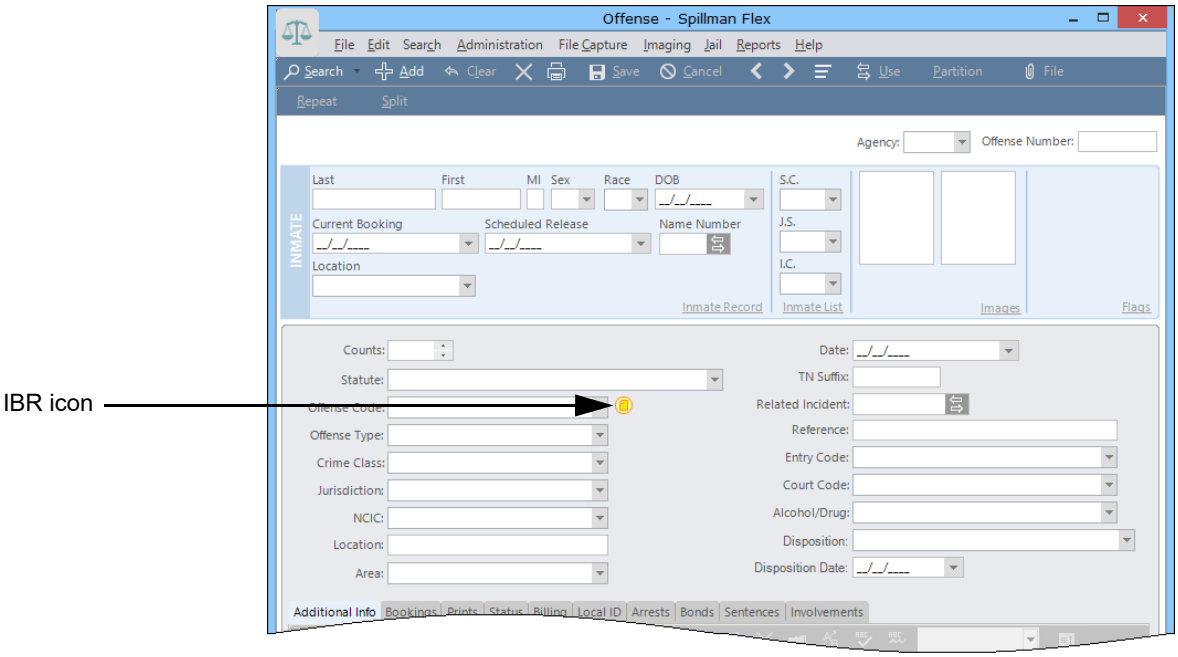
If your agency uses Incident-Based Reporting (IBR) or Uniform Crime Reporting (UCR), then your SAA can configure the software to identify any required fields. An icon is displayed after each required field.

NOTE

The IBR and UCR icons do not change based on a specific statute. Contact your SAA about which fields are required for your agency's reporting.

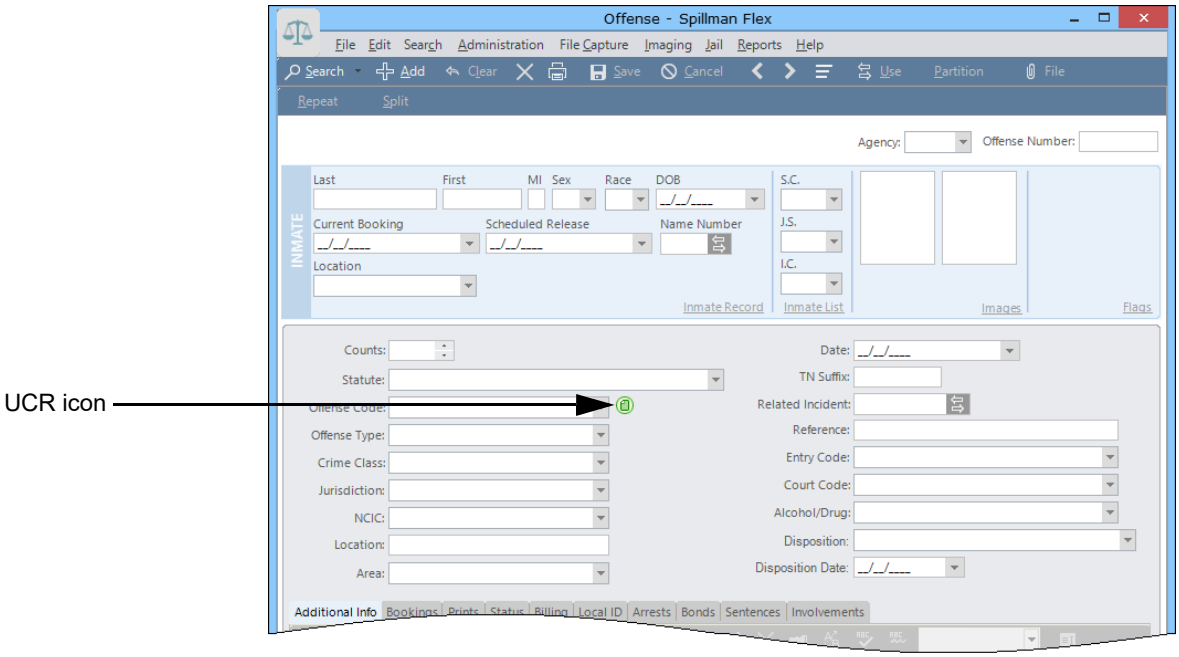
Fields for IBR reporting on the Offense screen

Your administrator can configure the software so an icon is displayed next to fields required for IBR on the Offense screen.



Fields for UCR reporting on the Offense screen

Your administrator can configure the software so an icon is displayed next to fields required for UCR on the Offense screen.



Repeating an existing Offense record

If a person has been arrested on two counts of theft, then two separate Offense records containing identical information do not need to be entered. There are two options to repeat an existing Offense record.

> **NOTE**
>
> Once an Offense record is repeated, any changes made to one Offense record do not automatically affect any of the other Offense records.

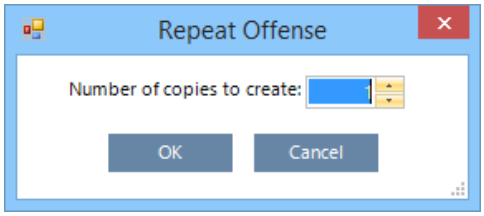
Repeating an Offense record

Repeating an Offense record is beneficial if a new Offense record that is similar to the original Offense record needs to be created.

To repeat an Offense record:

1. With the existing Offense record open, click the **Repeat** button.

The Repeat Offense dialog box opens.



2. In the **Number of copies to create** field, enter the number of copies to create in addition to the original Offense record. The number of copies must be between `1` and `50`.
3. Click **OK**.

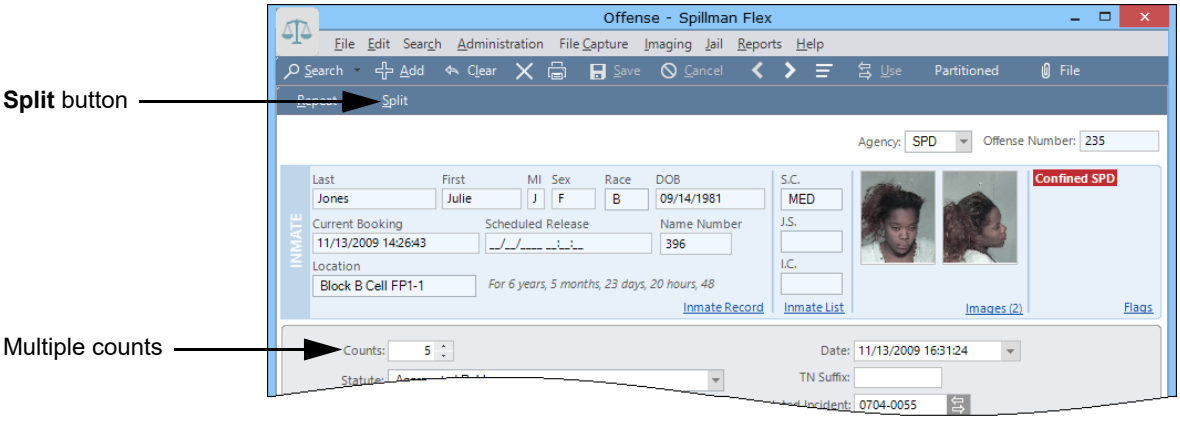
   The original record is retained and a duplicate record is added with a different Offense Number.

   Use the **Forward** and **Back** arrows to access each Offense record. In the lower-left corner of the screen, the total number of Offense records is displayed.

Splitting an Offense record

A single Offense record can be created with multiple counts. Additionally, any Offense record that has more than one count can be split into multiple records.

For example, if an inmate has an Offense record with five counts of arson and the judge finds the inmate guilty on one count and dismisses the remaining four counts, then the Offense record can be split so that one count can be recorded as `Guilty` and the remaining four counts as `Dismissed`.



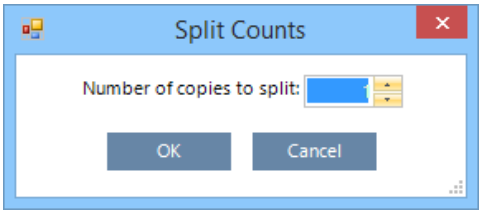
When an Offense record is split, the current Offense record is divided into multiple Offense records according to the value specified.

To split an Offense record:

1. With the existing Offense record open, click the **Split** button.

> **NOTE**
>
> The **Split** button is available only for Offense records that contain more than one count.

The Split Counts dialog box opens.



2. In the **Number of copies to split** field, enter the number of copies to create from the original Offense record. The value entered must be a value at least one less than the original value in the **Counts** field on the Offense screen.

   For example, if the original Offense record has six counts, then enter any value in the range `1`–`5`.

3. Click **OK**.

   The counts of the original Offense record is reduced and individual records based on the value specified are created.

   If the original Offense record had six counts and the offense was split by three, then four Offense records are created: the original record (with three counts) and three additional Offense records (with one count each).

   Use the **Forward** and **Back** arrows to access each Offense record. In the lower-left corner of the screen, the total number of Offense records is displayed.

Using the Offense screen tabs

The Offense screen contains tabs to add and view additional information associated with the Offense record. The Offense screen contains the following tabs:

- **Additional Info**, see page 127.
- **Bookings**, see page 127.
- **Prints**, see page 129.
- **Status**, see page 129.
- **Billing**, see page 130.
- **Local ID**, see page 131.
- **Arrests**, see page 132.
- **Bonds**, see page 134.
- **Sentences**, see page 136.
- **Involvements**, see page 139.

Adding additional information on the Offense screen

Use the **Additional Info** tab to add additional Offense information. Enter information directly into the **Additional Info** tab or click the **Open Text Editor** button to open the text editor.

If your agency uses templates or outlines (application cue cards) to ensure that complete information is entered in this tab, then a list of available templates is displayed in the Templates drop-down list.

For more information on using the text editor, see the *Jail Management User Manual*.

Using the Bookings tab on the Offense screen

Use the **Bookings** tab to view the Booking record that is associated with current Offense record, if any. Booking records can also be attached using the **Bookings** tab. If necessary, a link between the Booking record and the Offense record can be removed.

Attaching an existing Booking record from the Offense screen

If there is an existing Booking record that is not already associated with the Offense record, then attach the Booking record to the Offense record.

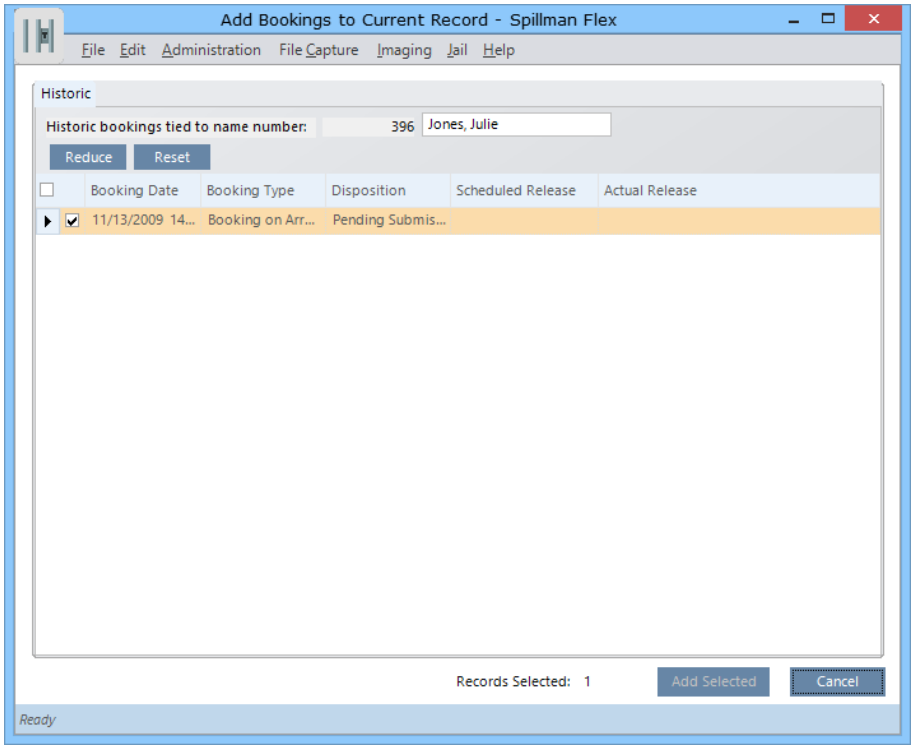
To attach an Offense record to an existing Booking record using the **Bookings** tab:

1. With the Offense screen open, click the **Bookings** tab.

   The **Bookings** tab is displayed.

2. Click the **Attach Record** button.

The Add Bookings to Current Record screen opens.



The Add Bookings to Current Record screen displays all historic Booking records that are associated with the person's Name record. A check mark is displayed next to the Booking record that is already associated with the Offense record.

3. Select the check box next to the desired Booking record to attach to the current Offense record.
4. Click the **Add Selected** button.

   The Add Bookings to Current Record screen closes. To view the recently attached Booking record, open the **Bookings** tab.

Removing a Booking record link from the Offense screen

Use the **Bookings** tab to remove a link between the Offense record and a Booking record. When a link is removed, the Booking record is not deleted. Removing the link shows that the Booking record is not associated with the Offense record. The Booking record maintains its association with the Name record.

To remove a link between a Booking record and the Offense record:

1. With the Offense screen open, click the **Bookings** tab.

The **Bookings** tab is displayed.

2. Select the desired record.
3. Click the **Remove Record Link** button.

   The link between the Booking record and the Offense record is removed.

Opening a Booking record from the Offense screen

The Full Booking record can be accessed directly from the Offense screen using the **Bookings** tab.

To open a Booking record from the Offense screen:

1. With the Offense screen open, click the **Bookings** tab.

   The **Bookings** tab is displayed.
2. Select the desired record.
3. Click the **Open Record** button.

   The Booking screen opens in a separate window.

Using the Prints tab on the Offense screen

Use the **Prints** tab to view the Fingerprint record that is linked to the Offense record. If a fingerprint record does not exist, then create a Fingerprint record from the **Prints** tab. For more information on creating a Fingerprint record, see the *Jail Management User Manual*.

Using the Status tab on the Offense screen

Use the **Status** tab on the Offense screen to record judicial status and current disposition information about the offense. Using the **Status** tab, historical judicial status information can also be viewed.

To add judicial status information about the offense:

1. With the Offense record open, click the **Status** tab.

   The **Status** tab is displayed.
2. Complete the appropriate fields. For more information, see "Fields on the Status tab of the Offense screen" on page 130.
3. Click the **Click here to add a new record** button.
4. In the **Code** field, enter the code for the judicial status of the inmate, or select a judicial status code from the drop-down list.
5. In the **Date** field, enter the date and time that the judicial status code was applied to the offense.

6. Click **Save** to save the record.

Fields on the Status tab of the Offense screen

The **Status** tab on the Offense screen contains the following fields.

`Prosecutor Agency`

Enter the code for the agency responsible for prosecuting the offense, or select a code from the drop-down list.

`Disposition`

Enter the code for the current disposition of the offense, or select a code from the drop-down list.

`Court Docket #`

Enter the court's identifying docket number for the Offense record.

`Disposition Date`

Enter the date and time that the disposition was assigned to the Offense record, or click the drop-down arrow to select a date from the calendar.

Using the Billing tab on the Offense screen

If your agency is billing an agency for each Offense record, then use the **Billing** tab to create the Billing record from the Offense screen. When a Billing record is attached to an Offense record, the Billing record is still directly linked to the Booking record. When an inmate is released, all Billing records are closed.

For more information on the Billing program, see the *Jail Management User Manual*.

To create a Billing record from the Offense screen:

1. With the Offense record open, click the **Billing** tab.

   The **Billing** tab is displayed.

2. Click the **Click here to add a new record** button.

   The screen changes to Modify mode.

3. Enter the billing information. For more information, see "Fields on the Billing tab of the Offense screen" on page 131.

4. Click **Save**.

5. Click the **Billing Overview Screen** button to access the Billing Overview screen.

Fields on the Billing tab of the Offense screen

The **Billing** tab on the Offense screen contains the following fields.

`Agency`

Enter the code for the agency that is responsible for paying the billing costs associated with the offense, or select a code from the drop-down list.

`Book. Num`

Enter the Booking Number of the Booking record associated with the Offense record.

`Type`

Enter the billing type for this Billing record, or select a billing type from the drop-down list.

`Begin Billing`

Enter the date and time that billing for housing the inmate started, or select a date from the drop-down calendar. The date and time must be on or after the oldest date and time in the **Credit Time In** field on the Intake/Release screen.

`End Billing`

Enter the date and time that billing for housing the inmate is to end, or select a date from the drop-down calendar. The date and time must be on or before the most recent date and time in the **Credit Time Out** field on the Intake/Release screen.

Using the Local ID tab on the Offense screen

Use the **Local ID** tab to enter information about the Offense record that might be useful for cross-referencing the offense to agencies or jurisdictions. The information can also be used to help cross-reference information within your agency. For example, if another agency made the arrest for the offense, and your agency wants to track information about the arresting agency's Arrest Number, then a record that references the appropriate identification can be created.

To create a Local ID entry:

1. With the Offense record open, click the **Local ID** tab.

The **Local ID** tab is displayed.

2. Click the **Click here to add a new record** button.
3. In the **Code** field, enter the code for the type of identification number, such as **SH** for Sheriff Number, or select a code from the drop-down list.
4. In the **ID** field, enter the identification number.
5. Click **Save** to save the record.

Using the Arrests tab on the Offense screen

Use the **Arrests** tab to view the Arrest records that are linked to the Offense record. The **Arrests** tab can also be used to:

- Open the associated Arrest record.
- Attach a new Arrest record.
- Create and attach a new Arrest record.
- Remove the link between an Arrest record and the Offense record.

Opening an Arrest record from the Offense screen

All Arrest records that are associated with an Offense record can be viewed directly from the Offense screen. When the **Arrests** tab on the Offense screen is opened, all Arrest records currently linked to the Offense record are displayed. Open an Arrest record to view additional details.

To open an Arrest record from the Offense screen:

1. With the Offense record open, click the **Arrests** tab.

   The **Arrest** tab is displayed.
2. Select the desired record.
3. Click the **Open Record** button.

   The Arrest screen opens in a separate window.

Attaching an Arrest record to the Offense record

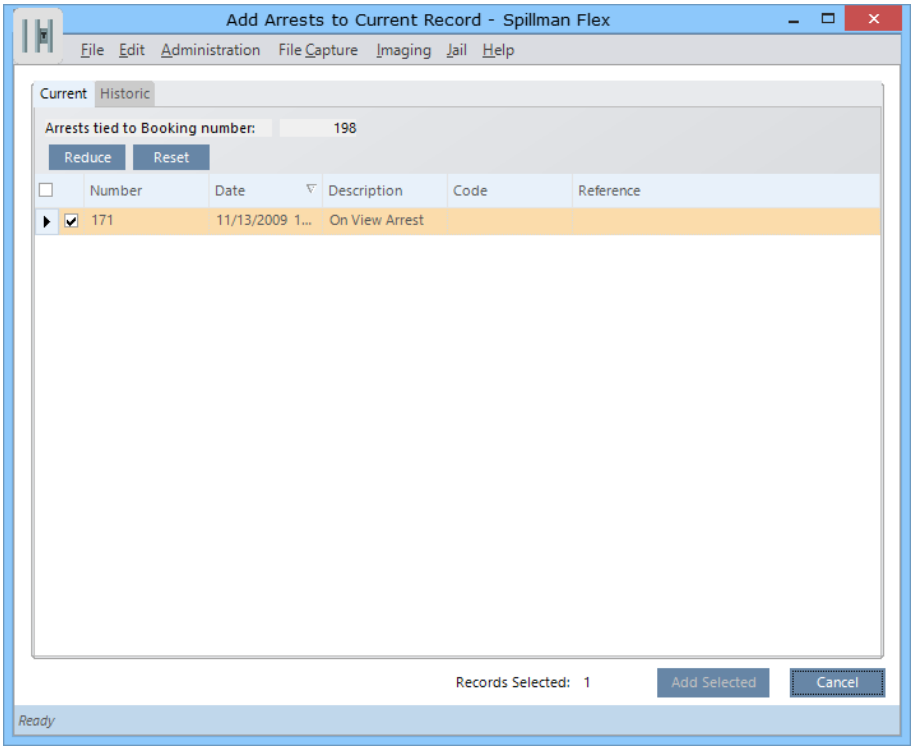
If an Offense record is not attached to an Arrest record, then the Arrest record can be attached directly from the Offense screen.

To attach an Arrest record to the Offense record:

1. With the Offense record open, click the **Arrests** tab.

   The **Arrest** tab is displayed.
2. Click the **Attach Record** button.

The Add Arrests to Current Record screen opens.



The Add Arrests to Current Record screen displays all Arrest records currently linked to the inmate's Booking record. A check mark is displayed next to each Arrest record that is already associated with the current Offense record.

3. Select the check boxes for the additional Arrest records to link to the Offense record.
4. Click the **Add Selected** button.

   The Add Arrests to Current Record screen closes. To view the recently attached Arrest records, click the **Arrests** tab.

Creating an Arrest record from the Offense screen

Arrest records can be created directly from the Offense screen. Any Arrest record created from the Offense screen is linked to the current Offense record.

To create an Arrest record from the Offense screen:

1. With the Offense record open, click the **Arrests** tab.

   The **Arrest** tab is displayed.
2. Click the **Create Record** button.

The Arrest screen opens.

3. Create the Arrest record. For more information on creating an Arrest record, see "Adding an Arrest record" on page 102.

   Once the Arrest record is saved, the Offense record is displayed. To view the new Arrest record, open the **Arrests** tab.

Removing a link between an Arrest record and the Offense record

The link between an Arrest record that is associated with an Offense record can be removed. When the link is removed, the Arrest record is not deleted. The association between the two records is removed.

To remove the link between an Arrest record and the Offense record:

1. With the Offense record open, click the **Arrest** tab.

   The **Arrest** tab is displayed.

2. Select the desired record.
3. Click the **Remove Record Link** button.

   The Arrest record is removed from the list.

Using the Bonds tab on the Offense screen

Use the **Bonds** tab to view the Bond records that are linked to the Offense record. The **Bonds** tab can also be used to:

- Open the associated Bond record.
- Attach an existing Bond record.
- Create and attach a new Bond record.
- Remove the link between a Bond record and the Offense record.

Opening a Bond record from the Offense screen

Use the **Bonds** tab to view all Bond records that are associated with an Offense record directly from the Offense screen. Open a Bond record to view more details.

To open a Bond record from the Offense screen:

1. With the Offense record open, click the **Bonds** tab.

   The **Bonds** tab is displayed.

2. Select the desired record.
3. Click the **Open Record** button.

   The Bond screen opens in a separate window.

Attaching a Bond record to the Offense record

If an Offense record is not attached to a Bond record, then the Bond record can be attached directly from the Offense screen.

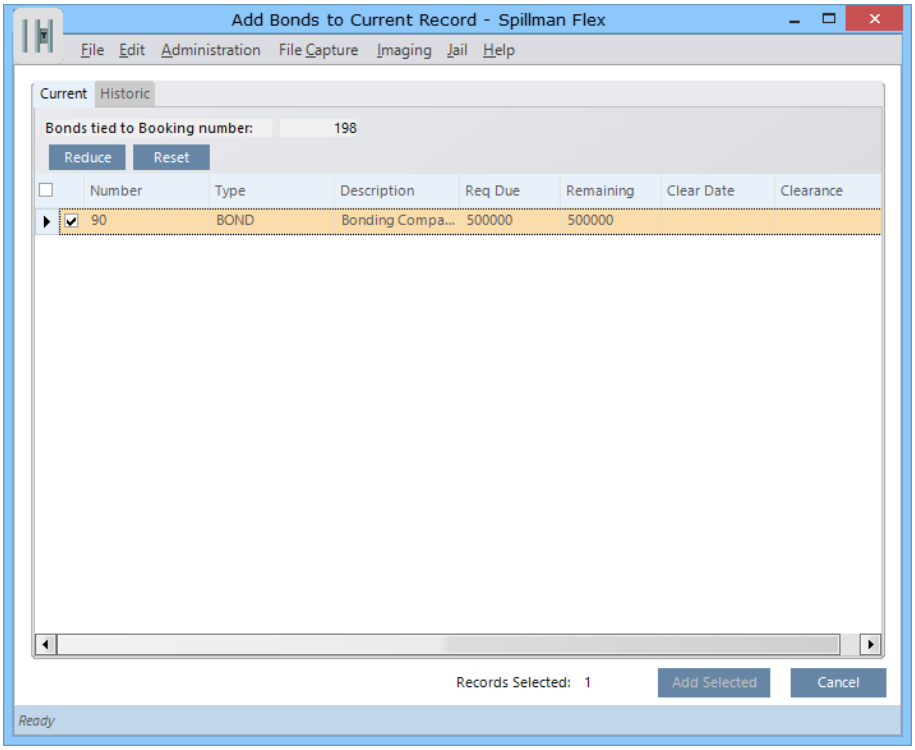
To attach a Bond record to the Offense record:

1. With the Offense record open, click the **Bonds** tab.

   The **Bonds** tab is displayed.

2. Click the **Attach Record** button.

   The Add Bonds to Current Record screen opens.



   The Add Bonds to Current Record screen displays all Bond records currently linked to the inmate's Booking record. A check mark is displayed next to each Bond record that is already associated with the Offense record.

3. Select the check boxes for the additional Bond records to link to the Offense record.

4. Click the **Add Selected** button.

   The Add Bonds to Current Record screen closes. To view the recent Bond records, open the **Bonds** tab.

Creating a Bond record from the Offense screen

Bond records can be created directly from the Offense screen. Any Bond record created from the Offense screen is linked to the current Offense record.

To create a Bond record from the Offense screen:

1. With the Offense record open, click the **Bonds** tab.

   The **Bonds** tab is displayed.

2. Click the **Create Record** button.

   The Bond screen opens.

3. Create the Bond record. For information on creating a Bond record, see the *Jail Management User Manual*.

   Once the Bond record is saved, the Offense record is displayed. To view the new Bond record, open the **Bonds** tab.

Removing a link between a Bond record and the Offense record

The link between a Bond record that is associated with an Offense record can be removed. When the link is removed, the Bond record is not deleted. The association between the two records is removed.

To remove the link between a Bond record and the Offense record:

1. With the Offense record open, click the **Bonds** tab.

   The **Bonds** tab is displayed.

2. Select the desired record.

3. Click the **Remove Record Link** button.

   The Bond record is removed from the list.

Using the Sentences tab on the Offense screen

Use the **Sentences** tab to view the Sentence records that are linked to the Offense record. Use the **Sentences** tab to do any of the following:

- Open the associated Sentence record.
- Attach an existing Sentence record.
- Create and attach a new Sentence record.
- Remove the link between a Sentence record and the Offense record.

Opening a Sentence record from the Offense screen

Use the **Sentences** tab to view any Sentence record associated with the offense.

To open a Sentence record from the Offense screen:

1. With the Offense record open, click the **Sentences** tab.

The **Sentences** tab is displayed.

2. Select the desired record.
3. Click the **Open Record** button.

   The Sentence screen opens in a separate window.

Attaching a Sentence record to the Offense record

If an Offense record is not attached to a Sentence record, then the Sentence record can be attached directly from the Offense screen.

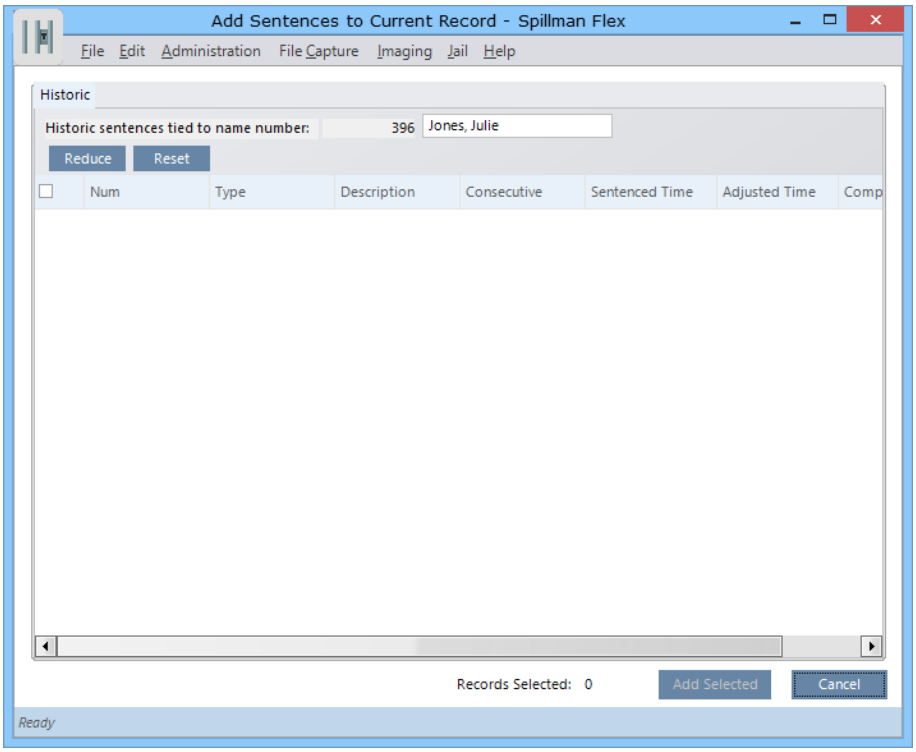
To attach a Sentence record to the Offense record:

1. With the Offense record open, click the **Sentences** tab.

   The **Sentences** tab is displayed.

2. Click the **Attach Record** button.

   The Add Sentences to Current Record screen opens.



The Add Sentences to Current Record screen displays all Sentence records currently linked to the inmate's Booking record. A check mark is displayed next to each Sentence record that is already associated with the current Offense record.

3. Select the check boxes for the additional Sentence records to link to the Offense record.
4. Click the **Add Selected** button.

   The Add Sentence to Current Record screen closes. To view the recently attached Sentence records, open the **Sentences** tab.

Creating a Sentence record from the Offense screen

Sentence records can be created directly from the Offense screen. Any Sentence record created from the Offense screen is linked to the current Offense record.

To create a Sentence record from the Offense screen:

1. With the Offense record open, click the **Sentences** tab.

   The **Sentences** tab is displayed.
2. Click the **Create Record** button.

   The Sentence screen opens.
3. Create the Sentence record. For more information on creating a Sentence record, see the *Jail Management User Manual*.

   Once the Sentence record is saved, the Offense record is displayed. To view the Sentence record, open the **Sentences** tab.

Removing a link between a Sentence record and the Offense record

The link between a Sentence record that is associated with an Offense record can be removed. When the link is removed, the Sentence record is not deleted. The association between the two records is removed.

To remove the link between a Sentence record and the Offense record:

1. With the Offense record open, click the **Sentences** tab.

   The **Sentences** tab is displayed.
2. Select the desired record.
3. Click the **Remove Record Link** button.

   The record is removed from the list.

Using the Involvements tab on the Offense screen

From the **Involvements** tab, view the Involvement records that are associated with current the Offense record, if any. Involvements can be viewed in a standard list format, or using Visual Involvements. Involvement records can also be added, deleted, or opened.

> **NOTE**
>
> Depending on how your administrator has configured your system, an Involvement record might automatically be created between the arrestee's Name record and the arrestee's Offense records.

Viewing Visual Involvements from the Offense screen

Use the Offense screen to view Involvement records in a visual format using Visual Involvements.

To view Visual Involvements from the Offense screen:

1. With the Offense screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.

2. Click the **Visual Involvements** button.

   The Visual Involvements screen opens.

   For more information on using Visual Involvements, see the *Jail Management User Manual*.

Adding an Involvement record from the Offense screen

Involvement records can be added directly from the Offense screen.

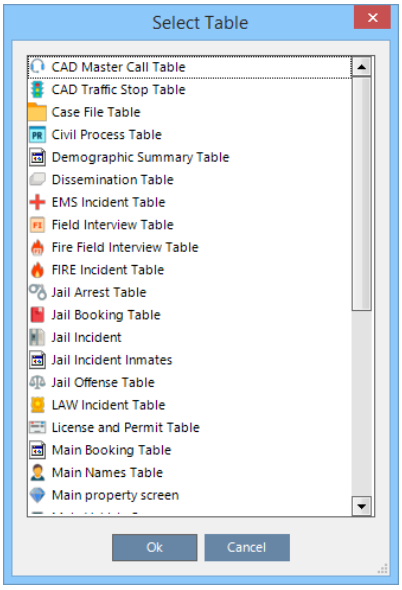
To add an Involvement record from the Offense screen:

1. With the Offense screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.

2. Click the **Add Involvement** button.

The Select Table screen opens.



3. Select the table from which to create the Involvement record, and then click **OK**, or double-click the table name to select the table.

   A detail table is created in the **Involvements** tab.

4. In the **Record Number** field, do one of the following:

   – If the record number is unknown, then click the **Use** button. A blank screen opens for the selected table. Search for the desired record, and then click **Use**.

   – If the record number is known, then enter the record number, and click the **Use** button. The record for the selected table is displayed.

   The completed Involvement record is displayed in the **Involvements** tab.

Deleting an Involvement record from the Offense screen

With the necessary privileges, Involvement records can be deleted from the Offense screen. Neither of the involved records are deleted. Rather, the association between the two records is removed.

To delete an involvement from the Offense screen:

1. With the Offense screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.

2. Select the desired record.

3. Click the **Delete Involvement** button.

The involvement between the two records is deleted.

Opening an Involvement record from the Offense screen

Involvement records can be opened directly from the Offense screen.

To open an Involvement record from the Offense screen:

1. With the Offense screen open, click the **Involvements** tab.

   The **Involvements** tab is displayed.
2. Select the desired record.
3. Click the **Open Involvement** button.

   The selected record opens.

Using the Dissemination Log

The Dissemination Log (`jmdislog`) is a fast and effective way to provide condensed criminal history information to authorized persons and to keep a log of each requestor's name, agency, and other information pertinent to the request. Your agency can provide the information verbally, allow the requestor to view the screen, or give the requestor a printout of the information.

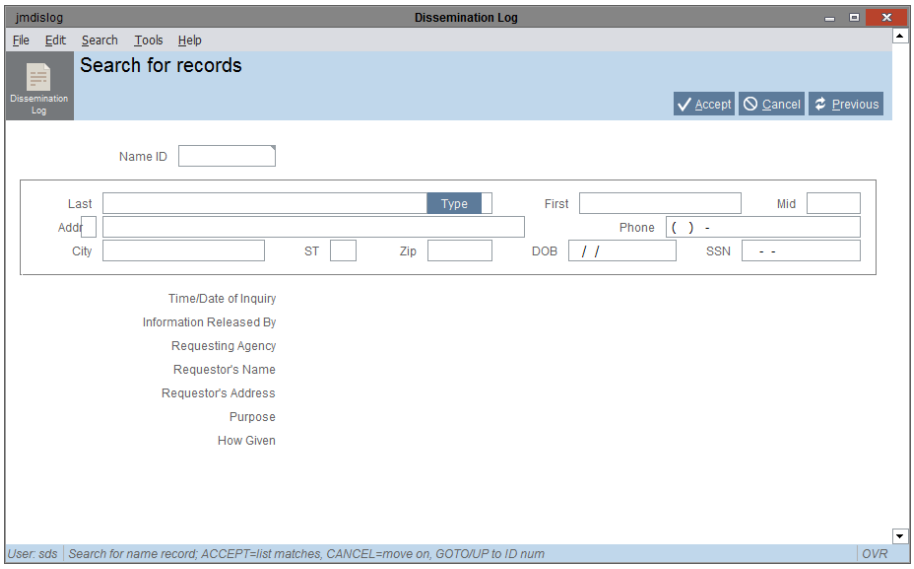
Creating and printing Dissemination Log records

Use the Dissemination Log screen to create and print Dissemination Log records.

To create and print Dissemination Log records:

1. Do one of the following:
   - At the command line, enter **`jmdislog`**.
   - From the Tree Menu, select the **Law Enforcement Records Menu** folder, and then select **Records Management Reports > Criminal History Reports Menu** > **Dissemination Log**.

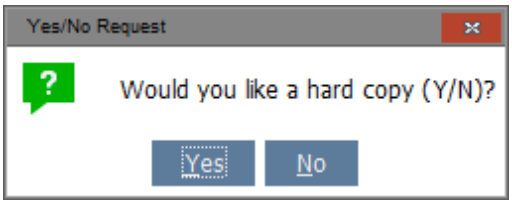
   The Dissemination Log screen opens.



2. Complete the appropriate fields. For more information, see "Fields on the Dissemination Log screen" on page 144.
3. Click **Accept** (Alt+A).

A search for all criminal history information on the person indicated in the **Name ID** field is performed. Information on any arrests for the person is displayed, including the Booking Number, the arrest date, and the first three offenses.

A prompt box opens.



4. To obtain a printout of the information, click **Yes**.

   The Print Mode dialog box opens.

5. Select the format in which to print the report, and then click **OK**.

   The Print dialog box opens.

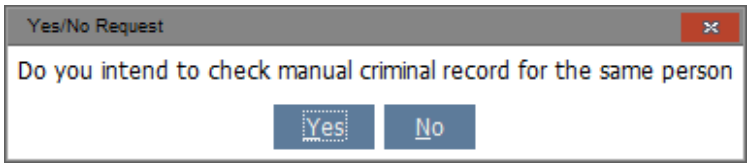
6. Set your printing options. For more information, see the *RMS User Manual*.

7. Click **Print** (Alt+P).

   The Printing dialog box opens, and closes automatically when the job is complete.

   – To cancel the print request, click **Cancel**. If **Cancel** is clicked, then a dialog box opens stating that the print job has been canceled.

   Once the report is printed, the following prompt is displayed.



8. Click **Yes** if the paper Criminal records for the person will be checked manually. Otherwise, click **No**.

   The screen is cleared, and the cursor moves to the **Last** field.

9. Click **Cancel** (Alt+C) to close the Dissemination Log screen.

Fields on the Dissemination Log screen

The Dissemination Log screen contains the following fields.

`Name ID`

Enter the Name Number of the person whose criminal history is being presented.

`Last`

Enter the first name of the person whose criminal history is being presented. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

`First`

Enter the last name of the person whose criminal history is being presented. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

`Mid`

Enter the middle initial of the person whose criminal history is being presented. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

`Address Indicator (unlabeled)`

Unlabeled field used only if your agency maintains a geobase. Displays a check mark if the address is geovalidated or is blank if the address is not geovalidated. For more information, see the *RMS User Manual*.

`Address`

Enter the street address for the person. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

`Phone`

Enter the phone number for the person. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

`City`

Enter the city for the address. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

ST

Enter the state for the address. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

Zip

Enter the ZIP code for the address. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

DOB

Enter the date of birth for the person. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

SSN

Enter the social security number for the person. If a valid Name Number is entered in the **Name ID** field, then this field is automatically populated.

Time/Date of Inquiry

Displays the current time and date. This information can be changed, if necessary.

Information Released By

Enter the name of the officer giving the information, or click the Lookup button (Ctrl+E) to select a name from the drop-down list. By default, your name is populated.

Requesting Agency

Enter the name of the agency requesting the information.

Requestor’s Name

Enter the name of the person requesting the information.

Requestor’s Address

Enter the address of the person or agency requesting the information.

Purpose

Enter a description of the purpose for which the information is to be used.

How Given

Enter the method by which the information is to be disseminated. For example, verbally, by screen, or by printout. The default entry is `Screen`.

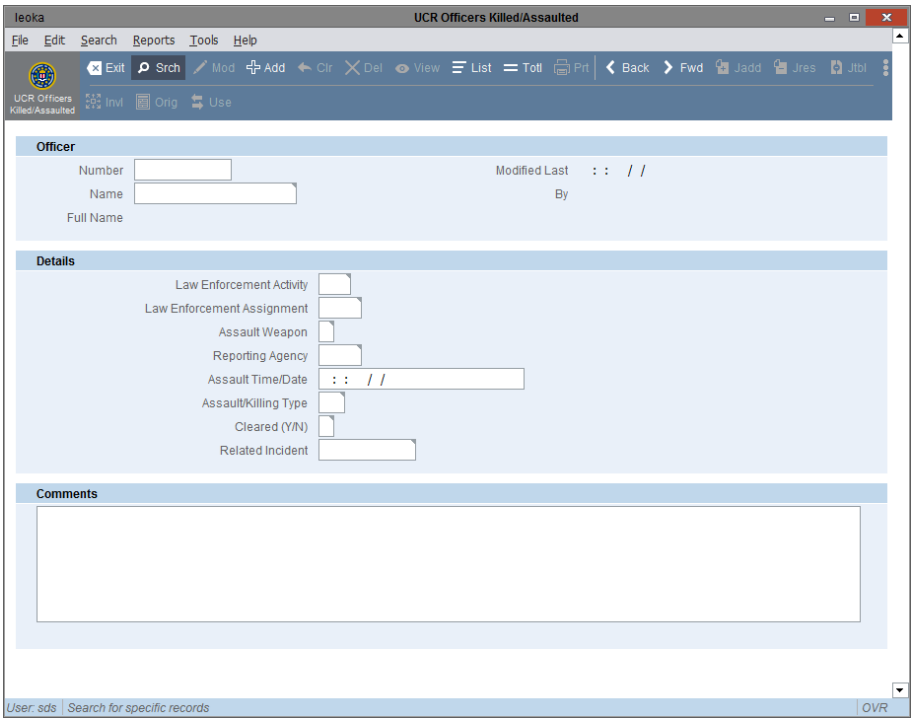
Adding UCR Officers Killed/Assaulted Records

The UCR Officers Killed/Assaulted table (`leoka`) allows your agency to record information about incidents involving assaults or killings of officers. Each record contains information on the officer, the law enforcement activity at the time of the incident, the assault weapon used, and a narrative of the incident.

To add a UCR Officers Killed/Assaulted record:

1. Do one of the following:
   - At the command line, enter **`leoka`**.
   - From the Tree Menu, select **Law Enforcement Records** > **UCR Officers Killed/Assaulted**.

   The UCR Officers Killed/Assaulted screen opens.



2. Click the **Add** button.
3. Complete the appropriate fields. For more information, see "Fields on the UCR Officers Killed/Assaulted screen" on page 148.
4. Click **Accept** (Alt+A) to save the record.

Fields on the UCR Officers Killed/Assaulted screen

The UCR Officers Killed/Assaulted screen contains the following fields.

`Number`

Displays the software-generated number that is unique to the UCR Officers Killed/Assaulted record. The number can be changed to another unique number if the UCR Officers Killed/Assaulted record is not referenced anywhere else in the software.

`Modified Last, By`

Displays the time and date the record was last modified and the Name Code of the user who modified it. This information is automatically populated when a record is added or modified.

`Name`

Enter the name of the officer assaulted or killed, or click the Lookup button (Ctrl+E) and select the name from the drop-down list.

`Full Name`

Displays the full name of the officer.

`Law Enforcement Activity`

Enter the code for the type of law enforcement activity in which the officer was involved during the incident, or click the Lookup button (Ctrl+E) and select the activity from the drop-down list. For example, `COP` for Custody of Prisoners or `BIP` for Burglaries in Progress.

`Law Enforcement Assignment`

Enter the code for the officer's assignment at the time of the incident, or click the Lookup button (Ctrl+E) and select the assignment from the drop-down list. For example, `1OVl` for One Officer - Vehicle Alone or `DSAl` for Detective/Special Assignment Alone.

`Assault Weapon`

Enter the code for the type of weapon used by the perpetrator in the assault or killing, or click the Lookup button (Ctrl+E) and select the weapon from the drop-down list.

Reporting Agency

Enter the law enforcement agency reporting the incident, or click the Lookup button (Ctrl+E) and select the agency from the drop-down list. By default, the officer's agency is populated.

Assault Time/Date

Enter the time and date of the assault or killing, or click the **Time** button (Ctrl+T) to enter the current time and date.

Assault/Killing Type

Enter the type of killing or assault, or click the Lookup button (Ctrl+E) and select a code from the drop-down list. For example, `AI` for Assault With Personal Injury or `FK` for Felonious Killing.

Cleared (Y/N)

Enter `Y` or `N` to indicate whether a perpetrator has been identified and a clearance has been made.

Related Incident

Enter the Incident Number of the related law enforcement incident, or click the Lookup button (Ctrl+E) to search for the law incident. The number must match an existing Law Incident record.

Comments

Enter any comments regarding the record, or click the Editor button to access a full narrative text screen. Click **Accept** (Alt+A) to save the comments.

Chapter 3

Law Enforcement Reports

Jump to topic:

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Generating Records Management Reports

In addition to the reports available with the Hub tables, the Law Records Management module offers a number of reports. The reports in this section are available from the Records Management Reports menu within the Law Enforcement Records Menu on the Tree Menu. To quickly access a report, enter the program name at the command line. Reports can also be accessed from the Jail module. For more information, see the *Jail Administrator* manual.

For information on running and printing reports, see the *RMS User Manual*.

Law Incident reports

The following table lists the Law Incident reports.

Report	Description	Format
`rplwdal`	Daily Activity Log This report provides a log of Law Incidents. The desired date and time reported must be entered. The report can be customized using any combination of the following parameters: • Date and Time Reported • Nature • Responsible Officer • Received By • Disposition • Location Code • City • Agency • Responding Officer	Select from the following report formats: • The `rplwdal.x1` format includes the law narrative. • The `rplwdal.x2` format includes CAD comments. • The `rplwdal.x3` format includes both the law narrative and CAD comments.
`rplwdir`	Detailed Incident This report provides all information related to an incident. An Incident Number must be entered for this report to run. The details of involvements print only if the relationship to the incident is one of the following: • Suspect • Driver • Arrestee • Lead • Juvenile • Victim • Witness • Found • Missing • Complainant	The `rplwdir.x1` format sorts the information by Incident Number.

Report	Description	Format
`rplwfalm`	False Alarm Summary This report provides the total number of false alarms each officer investigated, by date and time. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible Officer • Location Code • City • Clearance Code • Observed Offense • Reported Offense • Offense Codes	The `rplwfalm.x1` format sorts the information by date and time.
`rplwiahr`	Incident Address History This report lists the incidents reported at the specific street and city. The report can be customized using any combination of the following parameters: • Date Reported • Location Code • City • Address • Agency • Offense Observed • Offense Reported • Offense Code • Nature of Incident • Circumstance Code	Select from the following report formats: • The `rplwiahr.x1` format sorts the information chronologically according to the date reported. • The `rplwiahr.x2` format sorts the information by nature of incident. • The `rplwiahr.x3` format sorts the information by circumstance code.
`rplwiar`	Law Incident Audit This report provides an audit of the Law Incident table. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Nature • Offense Observed • Offense Reported • Offense Code • Disposition • Responsible Officer • Location Code	The `rplwiar.x1` format sorts the information by date and time.

Report	Description	Format
`rplwicsr`	Law Incident Clearance Summary This report lists the incidents cleared during the specified time period. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible officer • Disposition • Nature • Location Code • City	Select from the following report formats: • The `rplwicsr.x1` format sorts the information by officer. • The `rplwicsr.x2` format sorts the information by nature of incident.
`rplwinsr`	Law Incident Narrative Search This report uses a keyword to search the Law Incident Narrative table. The report can be customized using any combination of the following parameters: • Date • Nature of Incident • Offense Observed • Offense Reported • Offense Code • Agency • Responsible Officer • Location Code • City	The `rplwinsr.x1` format sorts the information by keyword.

Report	Description	Format
`rplwisr`	Law Incident Summary This report provides a summary of information from incidents reported within a specified time period. The report can be customized using any combination of the following parameters: • Time/Date • Agency • Responsible Officer • Disposition • Nature • Location Code • City • Clearance Code • Observed Offense • Reported Offense • Offense Codes • Circumstance Code	Select from the following report formats: • The `rplwisr.x1` format sorts the information by responsible officer. • The `rplwisr.x2` format sorts the information by offense observed. • The `rplwisr.x3` format sorts the information by Incident Number. • The `rplwisr.x4` format sorts the information by nature of incident. • The `rplwisr.x5` format sorts the information by incident and name. • The `rplwisr.x6` format sorts the information by reported offense. • The `rplwisr.x7` format sorts the information by responding officer. • The `rplwisr.x8` format sorts the information by all offenses. • The `rplwisr.x9` format sorts the information by date and time. • The `rplwisr.xa` format sorts the information by clearance code. • The `rplwisr.xb` format sorts the information by incident and detail. • The `rplwisr.xc` format sorts the information by incident and detail, and includes the complainant Name Number.
`rplwlit`	Law Incident Totals by Date This report provides the total number of incidents reported in the Law Incident table for the date specified.	The `rplwlit.x1` format sorts the information by date and time.
`rplwlitr`	Law Incident Table This report provides information on Law Incident records, ordered by the date of occurrence. The report also give the total number of incidents for each date and the total incidents overall. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Disposition • Nature • Location Code • City	Select from the following report formats: • The `rplwlitr.x1` format sorts the information by date and time. • The `rplwlitr.x2` format sorts the information by date.

Report	Description	Format
`rplwmdia`	Law Incident Media Summary This report gives a synopsis of each incident by date, with either the CAD comments or the law narrative. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible Officer • Disposition • Nature • Location Code • City • Clearance Code • Observed Offense • Reported Offense	Select from the following report formats: • The `rplwmdia.x1` format includes the CAD comments. • The `rplwmdia.x2` format includes the law narrative. • The `rplwmdia.x3` format sorts the information by date without CAD comments or the law narrative.
`rplwmoff`	Law Incident Multiple Offense Summary This report provides an incident summary for alarms or other offenses occurring more than the specified number of times at the same address within the previous year of the date entered. The default is three occurrences. If a date is not entered, then the current date is used. The report can be customized using any combination of the following parameters: • Occurrences • Date Reported • Agency • Location Code • City • Observed Offense • Reported Offense • Offense Codes	The `rplwmoff.x1` format sorts the information by address.

Report	Description	Format
`rplwmwar`	Multiple Offense Warning Letter This report provides a print out of warning letters for alarms or other offenses occurring more than the specified number of times at the same address within the previous year of the date specified. The default is three occurrences. If a date is not specified, then the current date is used. The report can be customized using any combination of the following parameters: • Occurrences • Date Reported • Agency • Location Code • City • Observed Offense • Reported Offense • Offense Codes	The `rplwmwar.x1` format sorts the information by address.
`rplwods`	Law Incident Disposition Summary This report provides the totals and dispositions of each type of offense specified. It also gives the grand total of each disposition of all incidents combined. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible Officer • Disposition • Nature • Location Code • City • Clearance Code • Observed Offense • Reported Offense • Offense Codes	The `rplwods.x1` format sorts the information by offense.

Report	Description	Format
`rplwpil`	Public Information Log This report provides a report of incidents for specific types of incidents for public record. To run this report, an entry is required in the **Date/Time** field. The report can be customized using any combination of the following parameters: • Nature • Location Code • City • Agency	Select from the following report formats: • The `rplwpil.x1` format does not include involvements. • The `rplwpil.x2` format includes descriptive involvements. • The `rplwpil.x3` format includes involvements.
`rplwpwsr`	Property Watch Summary This report lists the incidents reported at the specific street and city. To run this report, an entry is required in the **Property Watch Code** field. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Location code • Responsible officer	Select from the following report formats: • The `rplwpwsr.x1` format does not include narratives. • The `rplwpwsr.x2` format includes narratives.

Law Incident Statistical reports

The following table lists the Law Incident Statistical reports.

Report	Description	Format
`rplwanal`	Law Response Time Analysis This report provides an analysis of average and total times for response to law incidents reported during a specified time period. To run this report, an entry is required in the **Date Reported** field. The report can be customized using any combination of the following parameters: • Agency Code • Observed Offense • Reported Offense • Offense Code • Nature of Incident • Location Code • City • Responsible Officer • Responding Unit	Select from the following report formats: • The `rplwanal.x1` format sorts the information by nature of incident. • The `rplwanal.x2` format sorts the information by location code. • The `rplwanal.x3` format displays the average time spent on dispatch, travel, and at scene, and totals for all calls and units. • The `rplwanal.x4` format displays the nature of incident and number of each incident, the unit that responded to the call, and the time spent (dispatch, travel, at scene, and total) on each incident.
`rplwaval`	Average Time Response This report provides an analysis of average and total times for the response to law incidents reported during the specified time period. To run this report, an entry is required in the **Date Reported** field. The report can be customized using any combination of the following parameters: • Agency Code • Nature of Incident • Location Code • Responsible Officer • City • Observed Offense • Reported Offense • Offense Codes	Select from the following report formats: • The `rplwaval.x1` format sorts the information by nature of incident. • The `rplwaval.x2` format sorts the information by location. • The `rplwaval.x3` format sorts the information by agency. • The `rplwaval.x4` format sorts the information by responsible officer.

Report	Description	Format
`rplwcd`	Law Incident Summary with Times This report provides an incident summary with call times. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible Officer • Disposition • Nature • Location Code • City • Clearance Code • Observed Offense • Reported Offense	The `rplwcd.x1` format sorts the information by responsible officer.
`rplwia`	Law Incidents by Day and Hour This report provides statistical analysis of incidents based on the day and time for the time period specified. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Offense Observed • Offense Reported • Offense Code • Nature of Incident • Location Code	Select from the following report formats: • The `rplwia.x1` format lists the number of incidents by time reported. • The `rplwia.x2` format lists the number of incidents by the earliest time occurred. • The `rplwia.x3` format lists the number of incidents by the latest time occurred. • The `rplwia.x4` format lists the number of incidents by location and time reported (day hours). • The `rplwia.x5` format lists the number of incidents by location and time reported (night hours). • The `rplwia.x6` format lists the number of incidents by location and earliest time occurred (day hours). • The `rplwia.x7` format lists the number of incidents by location and earliest time occurred (night hours). • The `rplwia.x8` format lists the number of incidents by location and latest time occurred (day hours). • The `rplwia.x9` format lists the number of incidents by location and latest time occurred (night hours). **NOTE**: Day hours are 0600–1759. Night hours are 1800–0559.

Report	Description	Format
`rplwics`	Law Incident Clearance Statistics This report provides the statistics of the offense codes by their disposition (Active, Inactive, and Cleared). The report can be customized using any combination of the following parameters: • Date Reported • Agency • Location • Offense Observed • Offense Reported • Responsible Officer • Offense Code	The `rplwics.x1` format sorts the information by date reported.
`rplwidcr`	Incident Disposition Change This report provides a summary of incidents for which the disposition changed within the specified time period. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Offense Observed • Offense Reported • Offense Code • Nature of Incident • Location Code • Responsible Officer • Disposition Code	Select from the following report formats: • The `rplwidcr.x1` format sorts the information by responsible officer. • The `rplwidcr.x2` format sorts the information by nature of incident. • The `rplwidcr.x3` format sorts the information by disposition.
`rplwidcs`	Disposition Change Statistics This report provides the number of disposition changes for incidents reported within a specified time period. For each new disposition, the report lists the total number of incidents. The report can be customized using any combination of the following parameters: • Date and Time Reported • Agency • Nature of Incident • Location Code • Responsible Officer	The `rplwidcs.x1` format sorts the information by the date and time reported.

Report	Description	Format
`rplwidr`	Present Incident Dispositions This report provides an analysis of the present dispositions of all incidents reported within a specified time period. The report lists the total number of incidents with each disposition. The report can be customized using any combination of the following parameters: • Date • Nature of Incident • Offense Observed • Offense Reported • Offense Code • Agency • Responsible Officer • Location Code • City	The `rplwidr.x1` format sorts the information by time period.
`rplwocmp`	Law Offense Comparison This report lists the difference between offenses reported during two specified time periods. To run this report, an entry is required in the **First time period** and **Second time period** fields. The report can be customized using any combination of the following parameters: • Agency • Disposition • Clearance • Offense Observed • Offense Reported • Offense Code	Select from the following report formats: • The `rplwocmp.x1` format sorts the information by the most serious offense code. • The `rplwocmp.x2` format sorts the information by all offense codes.

Report	Description	Format
`rplwtir`	Total Incidents This report provides the total number of incidents reported during a specified time period. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Nature of Incident • Location Code • Responsible Officer • Disposition Code • Clearance Code • Offense as Observed • Offense as Reported • Offense Codes • Circumstances Code	Select from the following report formats: • The `rplwtir.x1` format sorts the total number of incidents by agency. • The `rplwtir.x2` format sorts the total number of incidents by nature of incident. • The `rplwtir.x3` format sorts the total number of incidents by agency and nature of incident. • The `rplwtir.x4` format sorts the total number of incidents by location code. • The `rplwtir.x5` format sorts the total number of incidents by location code and nature of incident. • The `rplwtir.x6` format sorts the total number of incidents by date and nature of incident. • The `rplwtir.x7` format sorts the total number of incidents by agency and observed offense. • The `rplwtir.x8` format sorts the total number of incidents by agency and reported offense. • The `rplwtir.x9` format sorts the total number of incidents by agency and offense codes. • The `rplwtir.xa` format sorts the total number of incidents by agency, nature of incident, and officer. • The `rplwtir.xb` format sorts the total number of incidents by dispositions. • The `rplwtir.xc` format sorts the total number of incidents by clearance code.

Report	Description	Format
`rplwtiro`	Total Law Offenses by Agency This report provides the number of offenses in each category with the total incidents for the agency and for the report. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Nature of Incident • Location Code • Responsible Officer • Disposition Code • Clearance Code • Offense as Observed • Offense as Reported • Offense Codes • Circumstances Code	Select from the following report formats: • The `rplwtiro.x1` format sorts the information by agency with the most serious offense code. • The `rplwtiro.x2` format sorts the information by agency with all offense codes.
`rplwtirp`	Total Law Incidents by Agency (Observed) This report gives a synopsis of each incident by date, with either the CAD comments or the law narrative depending on your agency's settings. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Nature of Incident • Location Code • Responsible Officer • Disposition Code • Clearance Code • Offense as Observed • Offense as Reported • Offense Codes • Circumstances Code	The `rplwtirp.x1` format sorts the information by agency and observed offense.

Report	Description	Format
`rplwtirt`	Total Law Incidents by Agency (Reported) This report provides the breakdown totals for the reported law incident offenses. The report can be customized using any combination of the following parameters: • Date Reported • Agency • Nature of Incident • Location Code • Responsible Officer • Disposition Code • Clearance Code • Offense as Observed • Offense as Reported • Offense Codes • Circumstances Code	The `rplwtirt.x1` format sorts the information by date.

Report	Description	Format
`rplwtisr`	Total Law Incident Offenses This report provides the total number of incidents for the various Law Incident records and offenses. The report can be customized using any combination of the following parameters: • Date Reported • Agency Code • Offenses Observed • Offenses Reported • Offense Code • Location Code	Select from the following report formats: • The `rplwtisr.x1` format sorts the information by reported offense. • The `rplwtisr.x2` format sorts the information by observed offense. • The `rplwtisr.x3` format sorts the information by offense codes.
`rptotinc`	Agencies Involved Incident Summary This report provides a total for agencies involved with the various incidents. Any incident belonging to a responding officer's agency is included. The report can be customized using any combination of the following parameters: • Date and Time • Agency • Responsible Officer • Disposition • Nature • Location Code • City • Clearance Code • Observed Offense • Reported Offense • Offense Code	The `rptotinc.x1` format sorts the information by agency.

Case Management Reports

The following table lists the Case Management reports.

Report	Description	Format
`rplwcpdn`	Case Pending Due Notice This report prints a notice of cases that are past due. The report can be customized using any combination of the following parameters: • Detail • Assigned Officer • Agency • Due Date	Select from the following report formats: • The `rplwcpdn.x1` format sorts the information by detail and blank status date. • The `rplwcpdn.x2` format sorts the information by detail and `ACT` status.
`rplwcssa`	Case Status Statistical Analysis This report provides statistical analysis for cases under investigation. The report can be customized using any combination of the following parameters: • Case Detail • Date (Assigned/Status) • Agency	Select from the following report formats: • The `rplwcssa.x1` format sorts the information by assignment detail. • The `rplwcssa.x2` format sorts the information by officer assigned. • The `rplwcssa.x3` format sorts the information by officer with your agency's status codes.
`rplwcuna`	Case Management Unassigned Incidents This report provides a listing of law incidents that remain unassigned in case management. The report can be customized using any combination of the following parameters: • Incident Number • Reported Date • Offense Observed • Agency • Division Codes	The `rplwcuna.x1` format sorts the information by Incident Number.

Report	Description	Format
`rplwtiar`	Incidents Assigned to Officers This report displays the total number of incidents assigned to officers. The report can be customized using any combination of the following parameters: • Date Reported • How Received • Agency • Nature of Incident • Location Code • Disposition • Clearance • Offense as Observed • Offense as Reported	Select from the following report formats: • The `rplwtiar.x1` format sorts the information by responsible officer. • The `rplwtiar.x2` format sorts the information by assisting officer.
`rplwuis`	Unassigned Incidents Summary This report provides all incidents received during the specified time period that are not assigned for investigation. The report can be customized using any combination of the following parameters: • When Received • Offense as Reported • Nature of Incident • Agency	The `rplwuis.x1` format sorts the information by Incident Number.

Field Interview reports

The following table lists the Field Interview reports.

Report	Description	Format
`rpfifidh`	Field Interviews by Day and Hour This report provides an analysis of field interviews occurring within the specified time period. The report can be customized using any combination of the following parameters: • Date • Time • Officer • Agency • Location • Contact's Name ID	The `rpfifidh.x1` format sorts the information by day and hour.
`rpfifisr`	Field Interview Summary This report provides a summary of field interviews occurring within the specified time period. The report can be customized using any combination of the following parameters: • Date • Time • Agency • Officer • Street • City • Location • Contact's Name ID (Name Number)	Select from the following report formats: • The `rpfifisr.x1` format sorts the information by date and time. • The `rpfifisr.x2` format sorts the information by subject. • The `rpfifisr.x3` format sorts the information by officer.
`rpfitfir`	Total Field Interviews This report displays field interview totals within the specified time period. The report can be customized using any combination of the following parameters: • Date • Agency Code • Location Code • Street • City • Officer	Select from the following report formats: • The `rpfitfir.x1` format gives the totals by officer. • The `rpfitfir.x2` format gives the totals by area and officer. • The `rpfitfir.x3` format gives the totals by city.

Uniform Crime Reporting (UCR) reports

The following table lists the Uniform Crime Reporting (UCR) reports.

> **NOTE**
>
> Many of the formats displayed are designed for specific printers. Contact your SAA for more information about the UCR formats your agency uses.

Report	Description	Format
`rpleoka`	Law Enforcement Officers Killed/Assaulted This report displays the number of officers killed or assaulted within a specified time period. The report can be customized using any combination of the following parameters: • Reporting Period • Reporting Agency	The `rpleoka.x1` format sorts the information by time period.
`rplwacr`	Arrest and Citation Register This report meets the requirements of California Arrest and Citation reporting, but also provides useful information for any agency. The report can be customized using any combination of the following parameters: • Time, Date Arrested • Arresting Agency	The `rplwacr.x1` format sorts the information by arrest date.
`rplwdvca`	Domestic Violence This report provides the information required for the California Monthly Domestic Violence report, but also supplies useful information for any agency. The report can be customized using any combination of the following parameters: • Reporting Period • Agency	The `rplwdvca.x1` format sorts the information by reporting period.
`rplwmar`	IBR Missing Arrests This report displays Arrest records that are missing from the IBR report.	The `rplwmar.r1` format sorts the information by date and time.
`rplwmir`	IBR Missing Incidents This report displays Incident records that are missing from the IBR report.	The `rplwmir.r1` format sorts the information by date and time.

Report	Description	Format
`rplwshom`	Supplementary Homicide This report provides the information required for California and federal homicide reporting. The report can be customized using any combination of the following parameters: • Reporting Period • Agency	Select from the following report formats: • The `rplwshom.x1` format is the California Supplementary Homicide report. • The `rplwshom.x2` format is the UCR Supplementary Homicide report.
`rplwvcsc`	Violent Crimes, Senior Citizens This report lists crimes committed against senior citizens within a specified time period. The report can be customized using any combination of the following parameters: • Reporting Period • Agency	The `rplwvcsc.x1` format sorts the information by reporting period.

Report	Description	Format
`ucr`	Uniform Crime Report This report compiles UCR reports. To run this report, an entry is required in the **Date** field. The **Agency** field is optional.	Select from the following report formats: • The `ucr.xa` format displays a monthly count of offenses known to police. • The `ucr.xa-2` displays a monthly count of offenses known to police. • The `ucr.xb1` format displays property by type and value. • The `ucr.xb1-2` format displays property by type and value. • The `ucr.xb2` format displays stolen property by classification. • The `ucr.xb2-2` format displays stolen property by classification. • The `ucr.xb2ca` format displays stolen property by classification for the state of California. • The `ucr.xd` displays persons arrested 18 years of age and older. • The `ucr.xd-2` displays persons arrested 18 years of age and older. • The `ucr.xdaz` displays persons arrested 18 years of age and older for the state of Arizona. • The `ucr.xe` displays persons arrested under 18 years of age. • The `ucr.xe-2` displays persons arrested under 18 years of age. • The `ucr.xeaz` displays persons arrested under 18 years of age for the state of Arizona. • The `ucr.xi`format displays reported arson offenses. • The `ucr.xi-2` format displays reported arson offenses.
`ucrauda`	Uniform Crime Reporting (UCR) Return A Audit This report compiles a UCR audit report for UCR return A. The report can be customized using any combination of the following parameters: • From Time and Date • To Time and Date • Agency	Select from the following report formats: • The `ucraunda.x1` format sorts the information by incident. • The `ucraunda.x2` format sorts the information by action.

Report	Description	Format
`ucrcod`	Uniform Crime Reporting (UCR) Code Tables This report generates a code table listing of each table required by the UCR reports. Each table listed starts on a separate page. Each code table listing is sorted and grouped by the internal UCR action code value.	The `ucrcod.x1` format sorts the information by the internal UCR action value.
`ucrcust`	Custom Uniform Crime Reporting (UCR) This report compiles UCR reports. To run this report, an entry is required in the **Date** field. The report can be customized using any combination of the following parameters: • Agency • Zone	Select from the following report formats: • The `ucrcust.xa` format displays a monthly count of offenses known to police. • The `ucrcust.xa-2` format displays a monthly count of offenses known to police • The `ucrcust.xbl` format displays property by type and value. • The `ucrcust.xbl2` format displays property by type and value. • The `ucrcust.xb2` format displays property stolen by classification. • The `ucrcust.xb22` format displays property stolen by classification. • The `ucrcust.xb2c` format displays property stolen by classification. • The `ucrcust.xd` format displays persons arrested 18 years of age and over. • The `ucrcust.xd-2` format displays persons arrested 18 years of age and over. • The `ucrcust.xe` format displays persons arrested under 18 years of age. • The `ucrcust.xe-2` format displays persons arrested under 18 years of age. • The `ucrcust.xi` format displays a monthly return of arson offenses. • The `ucrcust.xi-2` format displays a monthly return of arson offenses.
`ucrnocod`	Uniform Crime Reporting (UCR) Code Table Audit This report generate a list of codes that are not defined in their respective code tables, and for each code, a count of the records that are using that code. Enter the report parameters as directed on the UCR Code Table Audit report screen.	Select from the following report formats: • The `ucrnocod.x1` format sorts the information by undefined or no UCR use codes. • The `ucrnocod.x2` format sorts the information by undefined codes only.

Chapter 4

Administrator Information

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Introduction

To use and configure the Law Enforcement Records Management module, complete the following tasks:

- "Setting Up Application Parameters" on page 177
- "Defining Law Solvability Questions" on page 178
- "Adding Records to the Law Incident Assignment Table" on page 180
- "Setting Up Application Cue Cards" on page 184
- "Defining Record Number Format" on page 185
- "Setting Up Privileges" on page 186
- "Setting Up Code Tables" on page 190
- "Setting Up Uniform Crime Reporting" on page 204

Setting Up Application Parameters

Use the Application Parameters table (`apparam`) to configure the following application parameters as needed. For more information on using the Application Parameters table (`apparam`), see the *Application Setup and Maintenance Manual*.

Parameter	Description	Value
`lwactdsp`	Law Incident Active Disposition	`ACT`
	Use this parameter to specify the code that will be automatically populated in the **Disposition** field when a Law record is added. The default value is `ACT`.	
`lwfrdisp`	Law/Fire Case Management Status Update	`L`, `F`, `LF`, (`blank`)
	Use this parameter to configure the software so that any changes to the Law Case Management record's **Current Status** field automatically update the corresponding Law Incident record's **Disposition** and **Disp Date** fields. This parameter can also apply this functionality to the Fire Case Management and Fire Incident screens. For more information, see the *Fire Records Management Manual*. **Note**: Before configuring the software, make sure that any codes that are in the Local Incident Status Codes table (`lwtbstat`) are also in the Law Incident Disposition code table (`lwtbdisp`). Parameter values: • **`L`** - Law. If this value is set, then any time a user changes the **Current Status** field on the Law Case Management record, the corresponding Law Incident record's **Disposition** field is updated with the same code and updates the **Disp Date** fields. • **`F`** - Fire. If this value is set, then any time a user changes the **Current Status** field in the Fire Case Management record, the corresponding Fire Incident record's **Disposition** field is updated with the same code and updates the **Disp Date** fields. • **`LF`** - Law and Fire. If this value is set, then both `L` and `F` are set. If the **Application Parameter Value** field is blank, then no incident fields are updated when a user changes the **Current Status** field on a Law Case Management or Fire Case Management record.	

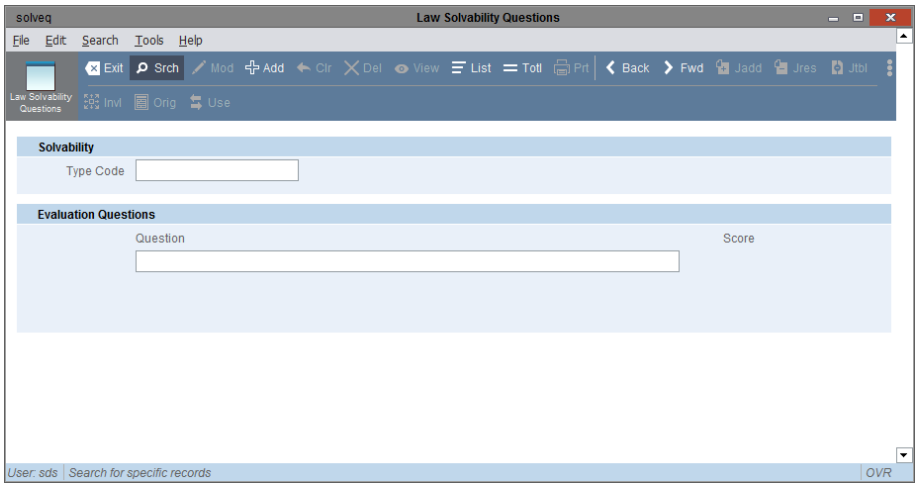
Defining Law Solvability Questions

Law solvability questions are used in Case Management records. Use the Law Solvability Questions screen (`solveq`) to define solvability questions.

To define a law solvability question:

1. At the command line, enter **`solveq`**.

   The Law Solvability Questions screen opens.



2. Click **Add**.
3. Complete the fields, as appropriate. For field descriptions, see "Law Solvability Questions screen field descriptions" on page 178.
4. Click **Accept**.

   The record is saved.

Law Solvability Questions screen field descriptions

The following lists the fields on the Law Solvability Questions screen.

`Solvability Type Code`

Enter a code for the type of case to be evaluated. For example, `ASSAULT` or `HOMICIDE`. Up to 15 alphanumeric characters are allowed.

`Question`

Enter a question to help determine the solvability of the evaluation type. The response to each question can only be **`yes`** or **`no`**. Up to 50 alphanumeric characters are allowed.

Score

Assign a numeric score for this question. Together the scores determine the numeric value that reflects the case's solvability. Up to three numeric characters are allowed.

Adding Records to the Law Incident Assignment Table

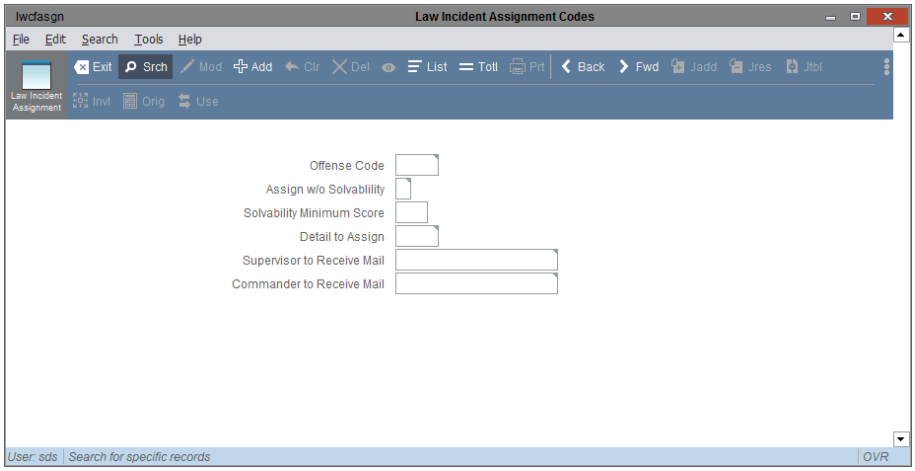
Use the Law Incident Assignment table (`lwcfasgn`) to set the criteria that incidents with a particular offense type must meet to be assigned to personnel.

Create a Law Incident Assignment record for every offense code your agency uses. An incident will not be assigned if an offense code does not have assignment options defined in the Law Incident Assignment table (`lwcfasgn`).

To add a record to the Law Incident Assignment table:

1. At the command line, enter **`lwcfasgn`**.

   The Law Incident Assignment screen opens.



2. Click **Add**.
3. Complete the fields, as appropriate. For field descriptions, see "Law Incident Assignment screen field descriptions" on page 180.
4. Click **Accept**.

   The record is saved.

Law Incident Assignment screen field descriptions

The following lists the fields on the Law Incident Assignment screen.

`Offense Code`

Enter the offense code for the incident assignment options being defined, or click the Lookup button (Ctrl+E) to select from the drop-down list. The codes for this field are defined using the Offense Codes (`tboff`) table.

Assign w/o Solvability

Yes or No field. If **Y** is entered, then an incident is assigned with this offense code even if no solvability evaluation is entered for the incident. If **N** is entered, then an incident with this offense code is not assigned until a solvability evaluation is entered.

Solvability Minimum Score

Enter the minimum solvability score required for an incident to be assigned. If an incident's solvability score is equal to or greater than the score entered in this field, then the incident is assigned. Up to three numeric characters are allowed.

Detail to Assign

Enter the code for the detail to assign incidents with this offense code, or click the Lookup button (Ctrl+E) to view a list of codes. The codes for this field are defined using the Incident Case Detail Codes (`lwtbdetl`) table. Up to four alphanumeric characters are allowed.

Supervisor to Receive Mail

Enter the name of the supervisor to receive an email announcing the incident assignment for this offense, or click the Lookup button (Ctrl+E) to view a list of codes. The codes for this field are defined using the Official Names Codes (`apnames`) table. Up to 15 alphanumeric characters are allowed.

Commander to Receive Mail

Enter the name of the commander to receive an email announcing the incident assignment for this offense, or click the Lookup button (Ctrl+E) to view a list of codes. The codes for this field are defined using the Official Names Codes (`apnames`) table. Up to 15 alphanumeric characters are allowed.

Setting up the incident assignment application parameters

To use the Law Incident Assignment (`lwcfasgn`) screen, the following application parameters must be set up.

Parameter	Description	Value
`lwassign`	Assign Incidents to Details	`YES`, `NO`
	Determines whether the incident assignment feature is enabled. The default value is `NO`.	

Parameter	Description	Value
`lwromail`	Send Mail to Responsible Officer	`YES`, `NO`
	Determines whether an email is automatically sent to notify the responsible officer of the incident assignment. The default value is `NO`.	
`rplwcuna`	Offense Codes for Case Management Report	(see below)
	Allows offense code divisions to be specified for the Case Management Unassigned Incidents Report (`rplwcuna`). The parameter value is a listing of offense codes placed in divisions. For example, to create a division that contains all assault offenses and another that contains all burglary offenses, enter the information in the **Application Parameter Value** field, using the following format: *`division1 = code1, code2;`* *`division2 = code1, code2;`* where *code1* and *code2* are offense codes contained in the `tboff` table, and *division1* and *division 2* are offense types. Enter as many codes as needed for each division. Separate the codes with commas and follow the final code for that division with a semicolon.	

NOTE

For most systems, the settings described above successfully enable the `lwassign` and `lwromail` application parameters. Depending on your system settings, the following error message might be displayed: `The flags you sent make no sense since you're not sending mail.`

An environment variable must be defined for `SNDMAIL`. For more information, see "Defining environment variables in SNDMAIL" on page 182.

Defining environment variables in SNDMAIL

To define environment variables in `SNDMAIL`, edit the script file in `/usr/local/bin`. Search for an entry in the format `SNDMAIL=mail` or `SNDMAIL=elm`.

Depending on your system, reset `SNDMAIL` to one of the following mail options:

- `mailx`
- `mailx -s'%subject'`
- `mail -s'%subject'`
- `elm -s'%subject'`
- `mailx -s'Application Mail'`

If one option does not work, then try another. The full entry to the script will resemble the following:

```
SNDMAIL="elm -s'%subject'"
```

```
export SNDMAIL
```

CAUTION

Proceed with extreme caution in editing the script. Because errors in the script can lock users out of the software, it is recommended that a backup be made before any changes are made to the script. For assistance editing the script, contact Spillman Technical Services.

Setting Up Application Cue Cards

Application cue cards can be defined for the fields listed below. For instructions, see the *Application Setup and Maintenance Manual*.

Table	Field	Key for Accessing Cue Cards
Associates	**Comments**	`itasso.misc`
Employment	**Job Description**	`itempl.jobdesc`
Field Interview	**Comments**	`fimdesc.remarks`
Hangouts	**Comments**	`ithang.misc`
Intelligence	**Miscellaneous**	`itmisc.misc`
Law Incident	**Narrative**	`lwnarr.narratv`
Law Incident	**Supplement**	`lwsupl.narratv`
Residences	**Comments**	`itresd.misc`
Vehicles	**Comments**	`itvehi.misc`

Defining Record Number Format

Records are automatically numbered. However, your agency might want to define a special numbering method. For example, one that uses a two-digit year prefix before the record number. If multiple agencies are using the same system, then it might be necessary to designate a different numbering system for each agency. For more information, see the *Application Setup and Maintenance Manual*.

Setting Up Privileges

This section lists the menus, tables, programs, and reports used to allow or deny certain groups and users access to the Law Enforcement Records Management module. It also lists levels of access that might be appropriate for the average user. These suggestions are general and are not appropriate for every agency, so carefully consider the needs of your agency.

> **CAUTION**
>
> Spillman Technologies is not responsible for any damage caused by inappropriate access privileges.

Giving access to menus, tables, and programs

Users who maintain some or all of the Law Enforcement Records Management tables and programs should have the following privileges to the listed menus, tables, and programs. The privileges listed are guidelines for an average user. They are not requirements.

Table	Description	Privilege
`jlarrest`	Gives users access to the Arrest screen.	Access, Add, Modify
`jlbond`	Gives users access to the Bonds screen.	Access, Add, Modify
`casemgt`	Gives users access to the Case Management screen. **NOTE**: Users must have `Read` or `Modify` privileges to the Law Incident screen (`lwmain`).	Access, Add, Modify
`radiolst`	Gives users access to the Display Unit Radio Log.	Access, Add, Modify
`fldint`	Gives users access to the Field Interviews screen.	Access, Add, Modify
`intel`	Gives users access to the Intelligence screen.	Access, Add, Modify
`records`	Gives users access to the Law Enforcement Records Menu.	Access
`law` `lwmain`	Gives users access to the Law Incident screen.	Access, Add, Modify
`lwsupl`	Gives users access to the Law Supplemental Narratives.	Access, Add, Modify
`rlmain`	Gives users access to the Main Radio Log screen.	Access, Add, Modify
`noncustody`	Gives users access to the Non-Custody Booking screen.	Access

Table	Description	Privilege
`jloffens`	Gives users access to the Offense screen.	Access, Add, Modify
`jloffense`	Gives users access to the Offense screen.	Access, Add, Modify
`leoka`	Gives users access to the UCR Officers Killed/Assaulted screen.	Access, Add, Modify
`radiolog`	Gives users access to the Unit Radio Log screen.	Access, Add, Modify

Giving access to reports

Users who run the Law Enforcement Records Management reports need `Access` privileges to some or all of the following reports.

NOTE

If your agency uses the Jail module, then the report names might vary. For more information, see the *Jail Administrator* manual.

Report	Name
Agencies Inv. Incident Summary	`rptotinc`
Arrest and Citation Register	`rplwacr`
Arrest and Offense Report	`rpjlaor`, `rpjmaor`
Arrests by Day and Hour	`rpjlata`, `rpjmata`
Arrest Summary Report	`rpjlasr`, `rpjmasr`
Attorney Information Request	`rpjlques`, `rpjmques`
Average Time Response Reports	`rplwaval`
Case Management Reports Menu	`casemrep`
Case Management Unassigned Incidents	`rplwcuna`
Case Status Statistical Analysis	`rplwcssa`
Case Pending Due Notice	`rplwcpdn`
Criminal History Reports Menu	`chistrep`, `cmmlist`
Daily Activity Log	`rplwdal`
Demographic Analysis Persons Arrested	`rpjmdapa`
Detailed Incident Report	`rplwdir`

Report	Name
Disposition Change Statistics	`rplwidcs`
Dissemination Log	`jmdislog`
Dissemination Summary Report	`rpjmchdr`
Domestic Violence Calls-Assist	`rplwdvca`
False Alarm Summary Report	`rplwfalm`
Field Interviews by Day & Hour	`rpfifidh`
Field Interview Reports Menu	`fintrep`
Field Interview Summary Report	`rpfifisr`
Incident Address History Report	`rplwiahr`
Incident Disposition Change Report	`rplwidcr`
Incidents Assigned to Officers	`rplwtiar`
Individual Arrest Report	`rpjliar`, `rpjmiar`
Individual Crime History	`rpjmich`
Individual History Report	`rpjmihr`
Inmate Medical History Report	`rpjmimh`
Law Incident Audit Report	`rplwiar`
Law Incidents by Day and Hour	`rplwia`
Law Incident Clearance Statistics	`rplwics`
Law Incident Clearance Summary	`rplwicsr`
Law Incident Disp. Summary	`rplwods`
Law Incident Media Summary	`rplwmdia`
Law Incident Multiple Offense Summary	`rplwmoff`
Law Incident Narrative Search	`rplwinsr`
Law Incident Statistical Reports	`lwstarep`
Law Incident Summary Report	`rplwisr`
Law Incident Summary Reports	`lwsumrep`
Law Incident Table Report	`rplwlitr`
Law Incident Totals by Date	`rplwlit`
Law Offense Comparison Report	`rplwocmp`

Report	Name
Law Response Time Analysis	`rplwanal`
LE Officers Killed/Assault Rpt	`rpleoka`
Multiple Offense Warning Ltr.	`rplwmwar`
Nonclassified Offenses Summary	`rpjmncos`
Offenses by Day and Hour	`rpjmotar`
Offense Disposition Statistics	`rpjmods`
Present Incident Dispositions	`rplwidr`
Probable Cause Statement	`rpjmapcs`
Property Watch Summary Report	`rplwpwsr`
Public Information Log	`rplwpil`
Records Management Reports	`rmrep`
Supplementary Homicide Report	`rplwshom`
Total Field Interviews Report	`rpfitfir`
Total Incidents Report	`rplwtir`
Total Law Inc. by Agency (Obs)	`rplwtirp`
Total Law Inc. by Agency (Rep)	`rplwtirt`
Total Law Incident Offenses	`rplwtisr`
Total Law Offenses by Agency	`rplwtiro`
Total Offenses Report	`rpjmtor`
UCR Code Table Audit Report	`ucrnocod`
UCR Code Tables Report	`ucrcod`
UCR Reports Menu	`ucrrep`
UCR Return A Audit Report	`ucrauda`
Unassigned Incidents Summary	`rplwuis`
Uniform Crime Reports	`ucr`
Violent Crimes, Senior Citizens	`rplwvcsc`

Setting Up Code Tables

This section lists the code tables for the Law Enforcement Management module.

The code tables are listed in the order that they are displayed in the Administration Manager.

Each code table listed contains:

- The code table name that is displayed on the screen.
- The program name.
- A description of the fields in the code table.

Law code tables

`lwjstat`

Law Incident Judicial Status is a pre-loaded code table used in the Law Incident table.

`Judicial Status Code`

Enter a code for the judicial status of a law incident. Up to four alphanumeric characters are allowed.

`Description`

Enter a description of the judicial status code. Up to 31 alphanumeric characters are allowed.

`tbnatur`

Nature of Call is a pre-loaded code table used by many tables, including the CAD Calls, Law Incident, Fire Incident, and EMS Incident tables.

> **CAUTION**
>
> If a Nature of Call (`tbnatur`) record contains words in the **Alternate Wordings** field, then contact Spillman Technical Services before modifying the call nature in the **Nature of Call** field. If even one letter is changed in the **Nature of Call** field without contacting Spillman Technical Services, then the link between the alternate wordings and the modified call nature is lost. Spillman Technical Services can create a custom paint screen that allows the call nature to be modified and the link to the alternate wordings to be maintained.
>
> For all other fields in the Nature of Call (`tbnatur`) code table, including the terms in the **Alternate Wordings** field, the regular code table maintenance instructions apply. For more information, see the *Application Setup and Maintenance Manual*.

Nature of Call

Enter the nature of a call. Enter the call nature exactly as users should enter it in the **Nature** field. For example, `heart attack`. Up to 15 alphanumeric characters are allowed.

> **TIP**
> To track property watch requests in CAD, make sure to enter it as a possible call nature.

Auto Create Incidents

Determines whether an incident is created for calls of a specific nature. If `Y` is entered, then an incident is automatically created for that nature. If `N` is entered, then an incident is not automatically created for that nature. The default value is `Y`.

If the values in the `noinci`, `noasinci`, and `noczinci` application parameters prevent the creation of incidents for a particular agency, then an incident is not created for that agency, regardless of the value in the **Auto Create Incidents** field.

Additional Description

Enter a description of the call nature. Up to 30 alphanumeric characters are allowed.

Alternate Wordings

Define any additional words that users can enter for this call nature. For example, if the call nature is `Heart Attack`, then enter `Chest Pain`, `Stroke`, and `Difficulty Breathing` as alternate wordings. If a user enters an alternate term in a **Nature** field, then the call nature is changed to `Heart Attack`. Click the **Detail** button (Ctrl+N) to open the detail window.

> **NOTE**
> The terms entered in the **Alternate Wordings** field must be unique to the call nature. Users are prevented from using terms that are already defined as a call nature or alternate wording for another call nature.

Default Priority

Define the priority of the call nature. The CAD Status screen orders the calls according to their assigned priority. The lower the number, the more urgent the call. A blank field has the highest priority followed by numbers and then

by letters. For example, a call nature with a priority of 5 is more urgent than a call nature with a priority of 6. A call nature with a priority of 6 is more urgent than a call nature with a priority of B. One alphanumeric character is allowed.

Send to Mobile

Determines whether calls for the nature are displayed in Mobile. Do one of the following:

- Enter **Y** to allow calls for the nature to be displayed in Mobile.
- Enter **N** to not allow calls for the nature to be displayed in Mobile.

Special Instructions

Enter Y for yes to have CAD dispatchers prompted to look at any special instructions associated with the call nature while adding the call. Set up the instructions in the Special Instructions table (cdspeci). For more information, see the *CAD Administrator Manual*. One alphanumeric character is allowed.

Launch Call Protocol

Determines whether a supported third-party call taking protocol, such as ProQA or 9-1-1 Adviser, is launched when the nature is entered for a call. Select any of the following values:

N: Does not launch a call taking protocol.

Y: Launches the installed call taking protocol.

P: Launches the Police protocol. This value is for ProQA only.

F: Launches the Fire protocol. This value is for ProQA only.

M: Launches the Medical protocol. This value is for ProQA only.

Minutes to Enter

Enter the number of minutes the CAD dispatcher has to add the call after entering the call nature. If the dispatcher does not add the call in the specified number of minutes, then users are alerted by changing the appearance of the text in the **Time** column on the CAD Status screen. The text might become red or start flashing, depending on the workstation. The the call is also moved to the top of the list. Up to three numeric characters are allowed.

If `0` (zero) is entered in this field, then a time-out value is not calculated for the call.

> **NOTE**
> Enter a time-out value only for the most important calls. Because all calls that have timed out are moved to the top of the list, entering time-out values for too many call natures might override the normal ordering of calls.

Agency

Enter the agency for the nature, or select the agency from the drop-down list, if desired. This allows natures to be filtered by agency on the list screen.

Minutes to Assign

Enter the number of minutes the CAD dispatcher has to complete the entry of the call after clicking **Accept** (Alt+A). If the dispatcher does not complete the call entry in the number of minutes specified, then an alert is created by changing the appearance of the text in the **Time** column on the CAD Status screen. The text might become red or start flashing, depending on the workstation. The call is also moved to the top of the list. Up to three numeric characters are allowed.

If `0` (zero) is entered in this field, then a time-out value is not calculated for the call.

> **NOTE**
> Enter a time-out value only for the most important calls. Because all calls that have timed out are moved to the top of the list, entering time-out values for too many call natures might override the normal ordering of calls.

Allowed in Mobile

Determines whether a nature is allowed in Mobile when adding a call. Do one of the following:

- Enter **`Y`** to allow the nature when adding a call from Mobile.
- Enter **`N`** to not allow the nature when adding a call from Mobile.

Minutes to Respond

Enter the number of minutes that the dispatched unit has to respond to the call and update its status. If the unit does not respond in the specified amount of time, then the dispatcher is alerted by the changing appearance of the text in

the **Time** column on the CAD Status screen. The text might become red or start flashing, depending on the workstation. The call is moved to the top of the list. Up to three numeric characters are allowed.

If `0` (zero) is entered in this field, then a time-out value is not calculated for the call.

> **NOTE**
> Enter a time-out value only for the most important calls. Because all calls that have timed out are moved to the top of the list, entering time-out values for too many call natures might override the normal ordering of calls.

Minutes to Arrive

Enter the number of minutes that the dispatched unit has to arrive at the call after the dispatcher updates the unit's status to `ENRT`. If the unit does not update its status before the timer expires, then the dispatcher is alerted by the changing appearance of the text in the **Time** column on the CAD Status screen. The text might become red or start flashing, depending on the workstation. The call is moved to the top of the list. Up to three numeric characters are allowed.

If `0` (zero) is entered in this field, then a time-out value is not calculated for the call.

> **NOTE**
> Enter a time-out value only for the most important calls. Because all calls that have timed out are moved to the top of the list, entering time-out values for too many call natures might override the normal ordering of calls.

Minutes to Complete

Enter the number of minutes that can elapse between the time a unit arrives at the scene and the time the unit completes the call. If the unit has not completed the call before the timer expires, then the dispatcher is alerted by the changing appearance of the text in the **Time** column on the CAD Status screen. The text might become red or start flashing, depending on the workstation. The call is moved to the top of the list.Up to three numeric characters are allowed.

If `0` (zero) is entered in this field, then a time-out value is not calculated for the call.

> **NOTE**
> Enter a time-out value only for the most important calls. Because all calls that have timed out are moved to the top of the list, entering time-out values for too many call natures might override the normal ordering of calls.

Call Type

Enter the type of call. The possible call types are listed in the following table.

Code	Description
e	EMS
f	Fire
i	Information (No incident record generated)
l	Law
m	Miscellaneous (No incident record generated)

More than one call type can be entered. For example, a structure fire might require both fire-fighting equipment and emergency medical personnel. Enter multiple call types without commas or spaces. For example, enter **`le`** for Law and EMS. Up to three alphanumeric characters are allowed.

Law Offense Code

If the call is a Law-type call, then enter the main offense code associated with this call nature. Click the Lookup button (Ctrl+E) to open a list of offense codes. The codes for this field are defined using the Offense Codes (`tboff`) table. Up to four alphanumeric characters are allowed.

Fire Condition Code

If the call is a Fire-type call, then enter the main fire condition code associated with this call nature. For example, chemical emergency, rescue, or refuse fire. Click the Lookup button (Ctrl+E) to open a list of offense codes. The codes for this field are defined using the Fire Condition Codes (`frtbcond`) table. Up to four alphanumeric characters are allowed.

`EMS Condition Code`

If the call is an EMS-type call, then enter the main EMS condition code associated with this call nature. For example, `burn`, `chest pain`, or `eye problem`. The codes for this field are defined using the EMS Incident Conditions Codes (`emtbcond`) table.

Case code tables

`lwsftype`

Solvability Type codes are referenced in the Law Case Management (`lwcase`) and Solvability Factors (`lwtbsolv`) tables. Designate the categories of solvability codes that your agency uses.

`Abbr`

Enter the abbreviation used to identify this category of solvability type. Up to 15 alphanumeric characters are allowed.

`lwtbact`

Case Action Codes is a pre-loaded code table used in the Law Case Management (`lwcase`) table. Designate the categories of case action codes that your agency uses.

`Next Action Code`

Enter the abbreviation used to identify this category of case action code. Up to four alphanumeric characters are allowed.

`Description`

Enter the full description or name of the case action code. Up to 20 alphanumeric characters are allowed.

Incident code tables

`lwtbcirc`

Law Incident Circumstance is a pre-loaded code table used in the Law Incident table.

`Circumstance Code`

Enter a code for a circumstance that contributed to the law incident. Up to five alphanumeric characters are allowed.

`Description`

Enter a description of the circumstance code. Up to 30 alphanumeric characters are allowed.

`lwtbdetl`

Incident Case Detail is a pre-loaded code table used in the Case Management table.

`Detail Code`

Enter a code for an assignment detail. Up to four alphanumeric characters are allowed.

`Description`

Enter a description of the assignment. Up to 30 alphanumeric characters are allowed.

`lwtbdisp`

Law Incident Disposition is a pre-loaded code table used in the Law Incident table.

`Disposition Code`

Enter a code for the disposition of a law incident. Up to three alphanumeric characters are allowed.

`Description`

Enter a description of the disposition code. Up to 30 alphanumeric characters are allowed.

Internal Action Code

Click the Lookup button (Ctrl+E) to open a list of valid action codes. Up to four alphanumeric characters are allowed. Define at least one disposition code for each of the following action codes.

Code	Description
0	Not Used Internally
1	Active
2	Inactive
3	Unfounded
4	Transferred
5	Cleared by Adult Arrest
6	Cleared by Juvenile Arrest
7	Cleared Adult Exceptional Means
8	Cleared Juvenile Exceptional Means
9	Cleared Adult No Arrest
10	Cleared Juvenile No Arrest

Used in CAD

Determines whether the code is used in CAD. Enter `Y` for yes if the code is a valid entry for the **New Status** field in the CAD Update Units detail window. Enter `N` for no if the code is not used in CAD. Up to two alphanumeric characters are allowed.

Send to Mobile

If your agency uses Mobile, then enter **`Y`** for yes to send this nature code to your mobile units. Enter `N` for no to not send this nature code to your mobile units to use this nature code. The default value is `Y`. This is required field, regardless of whether your agency uses Mobile. Up to one alphanumeric character is allowed.

`lwtbhomi`

Homicide Type is a pre-loaded code table used in the UCR Homicide Incident detail window in the Law Incident table.

Homicide Code

Enter a code for the type of homicide. Up to four alphanumeric characters are allowed.

Description (Unlabeled)

Enter a description of the code. Up to 30 alphanumeric characters are allowed.

Report Action Code

Designates the type of homicide. Up to one alphanumeric character is allowed. For each homicide code, use one of the following action codes:

Code	Description
1	Murder/Non-Negligent Manslaughter
2	Manslaughter by Negligence

lwtbsitc

Homicide Detail Situation is a pre-loaded code table used in the UCR Homicide Incident detail window in the Law Incident table.

Situation Code

Enter a code that specifies the number of victims and offenders involved in the homicide. One alphanumeric character is allowed. Use the UCR codes in the following table.

Code	Description
A	Single Victim/Single Offender
B	Single Victim/Unknown Offender or Offenders
C	Single Victim/Multiple Offenders
D	Multiple Victims/Single Offender
E	Multiple Victims/Multiple Offenders
F	Multiple Victims/Unknown Offender or Offenders

Description

Enter a description of the situation code. Up to 30 alphanumeric characters are allowed.

lwtbstat

Local Incident Status is a pre-loaded code table used in the Case Management table.

Local Status Code

Enter a code for the current status of a case. Up to three alphanumeric characters are allowed.

The Local Status codes are used in **Current Status** and **Previous Status** fields on the Case Management screen. For the Case Status Statistical Analysis report (`rplwcssa`) to work correctly, use the following code formats.

Any letter can be used in place of an asterisk (*). With the exception of the codes `OTH` and `UNF`, codes can be divided to create as many codes as needed for each code format as long as the required letters are in the proper positions. For example, for the code format D*A, codes `DAA`, `DBA`, and `DCA` can be used.

Code	Description
C**	Closed
D**	Detective Arrest
D*A	Adult Arrest
D*J	Juvenile Arrest
E**	Exceptional Clearance
OTH	Other
P**	Patrol Arrest
UNF	Unfounded

Description

Enter a description of the local status code. Up to 30 alphanumeric characters are allowed.

Non-Custody Booking code tables

If your agency uses the Jail module, then the Non-Custody Booking code tables must be configured. For more information, see the *Jail Administrator* manual.

`oftbdisp`

Offense Disposition is a pre-loaded code table used in the Wanted Persons and Offense tables.

`Disposition Code`

Enter a code indicating the disposition of an offense. Up to three alphanumeric characters are allowed.

`Description`

Enter a description of the disposition code. Up to 30 alphanumeric characters are allowed.

`Internal Action Code`

Enter the internal action code associated with the disposition. Click the Lookup button (Ctrl+E) to open a list of action codes. Up to four alphanumeric characters are allowed.

Define at least one disposition code for each of the following action codes.

Code	Description
0	Not Used by UCR Reports
1	Juvenile, Handled and Released
2	Juvenile, Rfrd by Juve Author
3	Juvenile, Rfrd to Welfare Agnc
4	Juvenile, Rfrd to Othr Police
5	Juvenile, Rfrd to Adult Auth

If an action code that cannot be used is entered, then `Invalid action value` is displayed next to the field.

`tbotype`

Offense Type is a pre-loaded code table used in the **Offense Type** field on the Offense screen. Define the codes that your agency uses for Offense records.

`Offense Type Codes`

Enter a code for a specific offense type. Up to four alphanumeric characters are allowed.

`Description`

Enter a description of the offense type. Up to 31 alphanumeric characters are allowed.

LEOKA code tables

The Law Enforcement Officers Killed or Assaulted (LEOKA) code tables are referenced in the UCR Officers Killed/Assaulted table (`leoka`). The LEOKA Code Tables menu contains the following code tables.

`letbact`

Law Enforcement Activity is a pre-loaded code table used in several tables in the Law Enforcement Records Management module.

`Law Enforcement Activity Code`

Enter a code for the type of law enforcement activity in which the officer was involved during the killing or assault. Up to three alphanumeric characters are allowed.

`Description`

Enter a description of the law enforcement activity. Up to 35 alphanumeric characters are allowed.

`letbasn`

Law Enforcement Activity is a pre-loaded code table used in several tables in the Law Enforcement Records Management module.

`Law Enforcement Assignment Code`

Enter a code for the officer's assignment at the time of the killing or assault. Up to four alphanumeric characters are allowed.

`Description`

Enter a description for the assignment. Up to 35 alphanumeric characters are allowed.

`letbtype`

Assault/Killing Type is a pre-loaded code table used in the Law Incident table.

`Assault/Killing Type Code`

Enter a code for the type of killing or assault. Up to two alphanumeric characters are allowed.

`Description`

Enter a description for the type of killing or assault. Up to 35 alphanumeric characters are allowed.

`letbweap`

Assault Weapon is a pre-loaded code table used in the Law Incident table.

`Assault Weapon Code`

Enter a code for the type of weapon used by the perpetrator in the assault or killing. One alphanumeric character is allowed.

`Description`

Enter a description of the assault weapon used in the assault or killing. Up to 35 alphanumeric characters are allowed.

Traffic code tables

`tbccirc`

Citation Circumstance is a pre-loaded code table used in the Law Incident and Traffic Citation tables.

`Contributing Circumstances Code`

Enter a code for a circumstance that contributed to the incident, such as **`AI`** for alcohol intoxication. Up to four alphanumeric characters are allowed.

`Description`

Enter a description of the circumstance. Up to 30 alphanumeric characters are allowed.

Setting Up Uniform Crime Reporting

The Uniform Crime Reporting (UCR) system allows law enforcement agencies to collect and compile crime statistics and arrest data for submission to the state and the FBI.

> **NOTE**
>
> Depending on your state's requirements, your agency might use UCR reports, the National Incident-Based Reporting System (NIBRS), or a state-specific IBR to report crime information. For more information, see the *Incident-Based Reporting (IBR) Manual*.

Categories of UCR returns include the following:

- Standard Uniform Crime Reporting returns, which meet federal standards of crime reporting
- Custom UCR reports, which do not meet federal standards but can help your agency analyze crimes by the areas in your jurisdiction
- State-specific UCR reports, which meet state and federal standards

To ensure that the data entered produces accurate Uniform Crime Reports, UCR-compatible action codes are used to translate your agency's codes into the codes required by UCR. For more information on using code tables, see the *Code Table and Maintenance Manual*.

Understanding UCR-compatible action codes

The UCR program uses specific codes to classify incidents. In all code tables that contain UCR codes, if your agency uses codes that are different from the hard-coded UCR codes, then those codes must be mapped to appropriate UCR action codes. Action codes are used to generate UCR reports.

UCR-compatible codes are also used to enable agency personnel to use familiar codes and still produce valid UCR reports. When UCR reports are compiled, the UCR program looks up each offense code in the Offense Codes table (`tboff`) to determine which UCR action code to report.

UCR action codes are hard-coded into the following code tables:

- Offense Codes table (`tboff`)
- UCR Codes table (`prtbucr`)
- Law Incident Disposition Codes table (`lwtbdisp`)
- UCR Status Codes table (`tbstats`)
- Race Codes table (`nmtbrace`)

UCR action codes cannot be changed. However, it is important to be familiar with them so that UCR-compatible action codes can be assigned to each of your agency's action codes.

> **NOTE**
>
> In the Race Codes table, enter action codes that identify races of Hispanic and Non-Hispanic heritage. These codes are optional and not hard-coded into the software. For a list of valid action codes, see the *Incident-Based Reporting (IBR) Manual*.

Assigning UCR-compatible action codes

When a code is added to a code table, the default action code is `0 - Not Used by UCR Reports`. UCR ignores any codes associated with the action code zero (0). An unlimited number of codes with the action code of zero (0) can be defined, but this action code is not required.

A code table can also have multiple codes that reference the same UCR action code. For example, in the Offense Codes table (`tboff`), your agency might define the following offense codes.

Offense code	UCR action code
DCON — Disorderly Conduct	Action 6 — Disorderly Conduct
CMIS — Criminal Mischief	Action 6 — Disorderly Conduct
TOFF — Traffic Offense	Action 0 — Not Used by UCR

The codes `DCON` (Disorderly Conduct) and `CMIS` (Criminal Mischief) are both assigned the action code `6 - Disorderly Conduct`. The code `TOFF` (Traffic Offense) is assigned the action code `0 - Not Used by UCR`, so this offense is not included in UCR reports. For more information on assigning codes, see the *Code Table Setup and Maintenance Manual*.

Guidelines for defining action codes

When defining code tables that have action codes, follow these guidelines:

- Each code table used by UCR (`tboff`, `prtbucr`, `lwtbdisp`, `tbstats`, and `nmtbrace`) must define at least one code for each UCR action code (with the exception of code `0 - Not used by UCR`). For example, `tboff` must define at least 107 offense codes—one offense code for each UCR action code. For example, if no `tboff` record has

been created that has `2 - Curfew/Loitering` in the **Action Code** field, the following message is displayed:

```
Need primary code for action 2:
```

This message remains on the Offense Codes (`tboff`) screen until a code is created with an action code of 2.

- In each code table used by UCR, use only action codes that are within the range allowed in the specific code table. For example, offense action codes are defined as 0–107. If an offense code is defined with an action code of 108 or greater, then UCR ignores the code.
- For the purpose of scoring multiple offenses, assign the higher action codes to the more serious offenses.
- Use action code 0 for codes for UCR to ignore. It is not required to define a code for action code 0.
- It is possible to have multiple offense codes that reference the same UCR action code.
- When an offense involves property, it must be defined as a Property UCR action code as well as an Offense action code.
- For some codes, the classification of the offense for the UCR depends on the circumstances of the offense, which cannot be coded into the software. Determine the correct code based on those circumstances and enter it in the **Offense Code** field. For example, classify theft offenses according to location and type of method used. Classify assault offenses according to the type of assault and whether a police officer was the victim.